

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Wednesday, September 2, 2009
Room 102, Best Western Motor Inn, Dryden, 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 Service
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.: SHC2009-36

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, September 2, 2009 in Room 102 in the Best Western Motel Dryden, ON commencing at 10:00 a.m. C.S.T.

Add:

- 5.2.8 Renewable Energy
- 5.2.9 Accessibility Standards
- 5.2.10 Contract Administrator
- 5.2.11 Internal Review Committee
- 7.7.1 DOOR Funding
- 8.4 2010 Meeting Schedule

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 - July 29, 2009

MOTION NO.: SHC 2009-37

Moved by Ray Leray
Seconded by Gary Parkes

RESOLVED THAT the Social Housing Committee approve the minutes of the July 29, 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 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 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.
- 5.2.4 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 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.
- 5.2.5 The Director of Finance provided an update on the balance of the Ontario Housing Corporations transferred employees. The balance as at May 31, 2009 is \$153,778. **ACTION:** The committee requested what would be the balance remaining 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. This item remains on the agenda.
- 5.2.6 Red Lake Environmental Issue: The Director provided a verbal update. The environmental contamination of the soil around 9 A and B, Goldshore Road in Red Lake has been successfully cleaned up. A formal report is to be received shortly. Upon receipt of the reports and final invoices a request to the Ontario Housing Corporation will be made for reimbursement of expenditures for the clean up. There are four similar duplexes which were tested for contamination. None was found. This cost will also be submitted to the Ontario Housing Corporation for reimbursement as well. Leave on agenda to provide updates on reimbursements.

- 5.2.7 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. Ministerial consent on August 27, 2009. The real estate agent was contacted to provide a sales agreement. The committee approved entering into a contract from September 4, 2009 to December 31, 2009. The committee requested that a 14-day time frame be used to accept potential multiple offers for consideration from the day of Kenora advertisement. The advertisements are to go in the Kenora Miner and News and a local Winnipeg paper over a weekend. Remove from Agenda but update when offers are received.
- 5.2.8 Renewable Energy: This item has been moved to the Green Energy Act, item 8.2.3 on the agenda.
- 5.2.9 Accessibility Standards: The Chair attended a meeting in July at which time he had the opportunity to meet with the Minister of MCSS to discuss the ramifications of the new Accessibility standards being implemented throughout the province. The issue is the cost. The Minister requested that a report be provided. The Director of Housing is to provide a report on the topic.
- 5.2.10 Contract Administrator: The new SHRRP program and extension of the AHP has created a significant increase in work load for staff. The programs provide grants for administration. In the July SHC meeting some discussion was had regarding the hiring of a contract person. The position has been added to the 2010 budget year. There was a lot of discussion as to whether the opportunity should be taken to attempt to attract an individual that could fit into the organization down the road in the area of maintenance. This was put on hold until such time as the strategic planning session is completed in conjunction with the governance model. This item can be dropped from the Business Arising as it is part of the budget process.
- 5.2.11 Internal /Review Committee (Appeal Committee): The chair requested as to whether the Policy Committee had met to review the new internal review terms of reference and requested change in policy whereby the non KDSB Board Member of the Internal Review Committee would be paid equal per diems for attendance. The CAO reported that the Policy Committee had not met. The Chair is to report to the Board that this and several other policies are awaiting approval and cannot be approved until such time as the Policy Committee has met. The Director of Housing also requested that the Privacy Policy also be mentioned in this report. The procedures cannot be implemented until such time as the policy is approved. This item is to remain on the agenda.

6. CORRESPONDENCE

- 6.1. There was no correspondence to report

7. DIRECTORS REPORTS

- 7.1 SHC2009-207 Performance Indicator's for July 2009: The committee reviewed the performance indicators noting a decrease in arrears, increased number of applications on hand, and a decrease in vacancy.
- 7.2 SHC2009-208 Combined Arrears to June 30, 2009: The report was reviewed by the committee and it was noted that overall arrears are down due to strong former tenant collections and evictions of two with high arrears.
- 7.3 SHC2009-209 Vacancy Loss Report to July 2009: The report was reviewed by the committee. The use of the report was discussed and it was decided that the report did not provide much useful data and therefore is to be curtailed for the next meeting.
- 7.4 SHC2009-210 Rent Supplement July 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 SHC2009-211 Financial Position to July 30, 2009: The July 30, 2009 financial report from Finance was presented. The Committee reviewed the document.
- 7.6 SHC2009-212 Capital Status: The Capital Status report was provided verbally to the committee because the information regarding the capital was received too late to provide it to the committee in its regular form. The committee reviewed the information provided noting much of the capital was committed or completed.
- 7.7 SHC2009-206 Emergency Capital Fund up to August 17, 2009: An error was noted in the surplus. The surplus listed is \$14,110 and in the text the surplus was noted as \$12,110. The Director is to correct this error. The committee was informed that one project was tendered for the Dryden Non Profit. The tendered price was far too high and it is possible that the funds may be reallocated. Additionally, any small surplus would be used to purchase energy efficient appliances near year end.
 - 7.7.1 The Social Housing Committee requested an update on the balance of the DOOR FUND. The Director stated the balance after the paying the final invoice from the Housing Needs Survey was approximately \$300,000. The original balance of the DOOR FUND was \$625,000 received in 2007.

8. GENERAL BUSINESS

- 8.1 SHRRP: The Director reported that formal approvals to proceed with the projects for 2009-2010 had been received and all but three projects were underway.
- 8.2 AHP
 - 8.2.1 Northern Program: Metis Nation of Ontario (MNO) specs being reviewed.
 - 8.2.2 New Rental Housing Component: Expression of Interest being developed
 - 8.2.3 Green Energy Act. Submissions were made to MMAH and awaiting a response.
- 8.3 2010 Budget: The committee had been provided the 2010 budget package a week in advance of the meeting for their review. There were several questions regarding the information for follow up by the Director. Overall there were no significant changes. There were several points of discussion as follows:

Administration:

Benefits: The director is to determine if those on long term disability have their premiums waived and therefore no need to budget for additional benefits.

Rent: Is the rent budget adequate if there are plans to hire a contract administrator? The Director indicated that the space in Kenora was adequate for the addition of one contract individual.

Building Expenses:

It was noted that this was the last year of the additional preventative maintenance costs. This program was approved for the 2007, 2008, and 2009 budget process.

Snow Removal: It was noted that the Snow Removal Budget was significantly increased. The Director indicated that there has been a large increase to the budget because snow falls over the past two years have been much more frequent. There has been a lot more time and effort and therefore cost put into sanding, salting, and ice removal over the past two years as well. This is considered as part of the Preventative Maintenance Program.

Utilities:

Hydro: There was considerable discussion over the 2010 Hydro Account. Hydro One has been installing smart meters which will be used to implement the time of use rate charging system. Some rates and estimates of increase have been announced however it is not certain what the cost effects will be. The budget for 2010 was created by reviewing past years actual costs and then 3 to 5 percent increase added on. The KDSB has been implementing energy savings measures over the past several years (lighting, appliances etc.) which reduce energy costs. In light of this the 2010 budget has been slightly reduced over the 2009 budget. The budget discussion however stated that if costs escalate past the budget then requests to the Board will be made to increase the budget.

Hot Water Tanks: The Manager of Maintenance and Capital is to do a cost benefit review of replacing rental hot water tanks with the purchase of owned tanks. It was suggested that the replacement process may be cost effective and budgeted for over a period of several years. On demand hot water heating systems are to be considered as a potential replacement for rented tanks in the cost benefit analysis.

Taxes Debenture and Insurance:

Taxes: The new tax rates for unincorporated areas have been built into the 2010 budget. This applies to Minaki and Dinorwic.

Debenture: The debenture for the Parkview Renovations should be in place for 2010. There was some discussion as to whether the debenture should be reduced by applying capital reserves prior to its purchase. There have also been some issues in getting someone to buy the debenture because as far as debentures go this one is small, (i.e. less than 1 M.). The debate as to buying down the debenture however is a board issue and centers around how far unrestricted reserves should be reduced. KDSB is contributing \$100 K per year to the reserve and reduced the overall reserve in 2009 by just over \$258,500 with a major appliance purchase. The Chair in his report to the Board will outline this issue as something for the discussion.

Reserves:

The Chair noted a significant reduction in the interest earned on reserves. The Director pointed out that the 2009 budget was very high and that at July 31, 2009 the interest earned was only at \$7,500. The interest rates are very low.

- 8.4 Proposed 2010 SHC Meeting Schedule: The Chair of the committee is proposing the following schedule for 2010

February 10 - Vermillion Bay
March 10 - Dryden
April 29 - Kenora
June 23 - Red Lake
August 11 - Sioux Lookout
September 1 - Dryden (Budget Meeting)

September 29 - Dryden
November 16 - Kenora

The committee members are to review the schedule and bring back to the September 29, 2009 meeting any changes that are required.

9. RESOLUTIONS/RECOMMENDATIONS:

9.1 MOTION NO.: SHC2009-30

Moved by Garry Parkes
Seconded by Ray Leray

RESOLVED THAT the Social Housing Committee recommend that the Finance Committee approve the 2010 budget for the Kenora District Services Board Social Housing Program.

CALLED; CARRIED

ACTION: Director of Housing Services

10. NEXT MEETING(S):

10.1 September 29, 2009 10:00 a.m. CST, KDSB Boardroom, 211 Princess Street, Suite 1
Dryden, ON.

11. ADJOURNMENT

The meeting adjourned at 2:15 p.m.

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

By Resolution No.: SHC2009-40

Jack McKenzie, Chair