

# KENORA DISTRICT SERVICES BOARD

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Minutes of the Social Housing Committee Meeting  
Held on Thursday, September 8, 2008  
At the Cedar Room of the Forest Inn in Sioux Lookout, ON  
Commencing at 10:00 a.m.

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**PRESENT:** Jack McKenzie, Chair  
Garry Parkes  
Joyce Timpson

**STAFF:** Sten S. Lif, Chief Administrative Officer  
Adrian De Porto, Director of Housing Services

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1. **CALL TO ORDER**

The Chair called the meeting to order at 10:05 a.m.

2. **APPROVAL OF AGENDA**

**MOTION NO.: SHC2008-21**

Moved by Joyce Timpson  
Seconded by Garry Parkes

**RESOLVED THAT** the Social Housing Committee approve the *amended* agenda for a meeting of the Committee to be held on Monday, September 8, 2008 at the Cedar Room of the Forest Inn in Sioux Lookout, ON commencing at 10:05 a.m.

Add: 8.5 AMO discussions  
8.6 Housing Needs Survey

**CALLED; CARRIED**

**ACTION: None**

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

None

4. **DELEGATIONS / DEPUTATIONS**

There were no delegations

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

5.1 **Minutes of July 30, 2008**

**MOTION NO.: SHC 2008-22**

Moved by Garry Parkes  
Seconded by Joyce Timpson

**RESOLVED THAT** the Social Housing Committee approve the minutes of the July 30, 2008 meeting of the Committee.

**CALLED; CARRIED**

**ACTION: Distribute / File**

5.2 Business Arising from the Minutes

- 5.2.1 Housing Needs Survey: the Director of Housing had stated that the Housing needs survey RFP was posted to the Winnipeg Free Press, Thunder Bay Chronicle Journal, The Kenora Daily Miner and News and the Dryden Observer. There were two companies that expressed an interest in the RFP who provided the \$50.00 non refundable payment to receive the RFP.
- 5.2.2 Aamikkowiish-Mandate Change: The Director of Housing stated that the lawyer for KDSB was working on the file but as yet has not provided an opinion.
- 5.2.3 Provision of Write-off Policy: The Director of Housing stated that the Board of KDSB approved the write-off policy in August 2008. The Housing Director has provided the write-off amounts less than \$100 to the Director of Finance. A summary and recommendation has been done for presentation to the Social Housing Committee for a meeting on October 29, 2008.

6. CORRESPONDENCE

- 6.1. Peter Boban had requested a summary of what the DOOR funds in the amount of \$625,000 had been spent on and when. The Housing Director provided detail in an email to Peter Boban outlining that funds were earmarked for three elevators, a housing needs survey, building condition assessments, and a feasibility study for an elevator installation. The balance of the funds may be considered for building assessments, capital works, or future construction. Regardless, the funds to date have all been directed towards social housing as will future expenditures.

7. PROGRAM DIRECTOR'S REPORTS:

- 7.1 Performance Indicators (SHC 2008-74): 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 increasing, applications staying relatively the same, vacancy increasing, turnovers increased, and market renter numbers remaining static. The Director reported that as predicted in the July 30, 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 a result of the announced lay off of 60 people in the forestry industry. The exact effects were not known as this time but will be monitored and reported to the committee at subsequent meetings.
- 7.2 Combined Arrears Report (SHC 2008-75): This report combines the current and former tenant arrears, and summarizes if there was a net gain or loss in arrears as compared to the previous month. In August there was a gain in total arrears from July 2008. The increase in arrears was from the current tenants and mostly from the market rent units in Ear Falls and Hudson. Staff is aggressively pursuing current and former tenant arrears.
- 7.3 Average Rent and Vacancy Loss (SHC 2008-76): The committee reviewed the report and found the information useful and therefore it will be continued in the future.
- 7.4 Rent Supplement (SHC 2008-77): 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 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 2008-78): The committee was informed that as at August 31, 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 January 1 to August 31, 2008 (SHC 2008-79): The Capital Update Report was presented to the Committee for information.
- 7.7 July 31, 2008 Financial Report (SHC 2008-80): 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 Non Profit Surplus for 2007 (SHC 2008-81): The Housing Director provided a summary report which provided information on the December 31, 2007 financial position of non profits with respect to a surplus owed KDSB or if an amount is owed to the non profit by KDSB. The net between the amounts owed to KDSB and amounts owed to the non profits was a surplus to KDSB in the amount of \$128,205.
- 7.9 2009 Budget Review (SHC 2008-82): The Housing Director provided a PowerPoint presentation of the initial draft of the 2009 Budget for non profit providers, rent supplement program, and public housing. The presentation went through the budget increases and decreases for the specific programs. The non profit and rent supplement program had increases while public housing had a decrease. The net increase was 1.17% or \$55,963 over the 2008 budget. The budget was recommended to the board in resolution number SHC2008-22. **ACTION: The Housing Director will make some changes to the script of the PowerPoint presentation and request that the Social Housing Committee present the draft budget to the Finance Committee on September 23, 2008 rather than September 22, 2008. On September 23, 2008 two of three members of the Social Housing Committee can attend. It is anticipated that the Housing Director will make the presentation.**
- 7.10 Kenora Municipal Non Profit Housing Corporation request for spending permission (SHC2008-83): The Director provided a written request from the Kenora Municipal Non Profit Housing Corporation to erect a six foot metal fence around the front and sides of the Gardner Building located on Park Street in Kenora. The main purpose of the fence is to provide greater security around the building due to the influx of street people. The Committee reviewed the request and had some reservations regarding the fence. These reservations included: Would there be a locking gate? If so, how accessible would the building be for tenants, guests, contractors, post office employees and other delivery agencies? If there is no gate, how effective would the fence be? Was this something that the Gardner Building Tenants were advocating for? Has the Kenora Police Service been contacted and what was their response? **ACTION: The Housing Director is to send a letter to the Property Manager outlining the issues raised and ask that a deputation from the Non Profit Board, Property Manager, or tenants of Gardner Building be made to the Social Housing Committee on October 29, 2008. There is a regularly scheduled meeting in Kenora starting at 10:00 a.m.**
- 7.11 September 30 Rent Supplement (SHC2008-84): Presented as information.
- 7.12 Maples Apartment Block: The director provided a report outlining that several projects in the 2008 capital budget were not going to be done in 2008. One of these was the attic ventilation at 108 St. Charles and another project where the funds were not going to be fully utilized was the energy retrofit at the Red Lake Family Units. The respective budgets were \$35,000 and \$25,000. The Director stated that the windows at the Maples Project in Keewatin were in poor condition and should be replaced. The Budget for this job is \$36,500 and could be completed in 2008. The director provided photographic evidence of rot and general deterioration of the



11. ADJOURNAMENT

The meeting adjourned at 2:53p.m.

Confirmed this 29th day of October, A.D. 2008,

By Resolution No.: SHC2008-31

Jack McKenzie, Chair