

**Kenora District Services Board  
Minutes of the Social Housing Committee Meeting  
Held in Kenora at the KDSB Board Room in the Banister Building  
On October 16, 2007 starting at 10.00 am**

**Attendance:**

Present:

Jack McKenzie, Chair

Garry Parkes

Joyce Timpson

Adrian De Porto, Director of Housing Services

Regrets:

Sten Lif, CAO

The minutes were recorded by Adrian De Porto

**1. Call to Order:**

The meeting was called to order at 10.10 am by the chair Jack McKenzie on October 16, 2007.

**2. Approval of Agenda:**

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

There were no changes to the agenda.

**2.2.** The agenda was approved through Resolution number SHC 2007-16

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

There was no conflict of interest declared.

**4. Delegations and Deputations**

There were no formal delegations.

**5. Minutes of Previous Meetings**

**5.1.** The minutes of the September 17, 2007 were reviewed for additions, deletions and/or corrections.

The minutes were approved by Resolution number SHC-2007-17.

- 5.2. The Minutes of the October 4, 2007 were reviewed for additions, deletions, and or corrections. There were two corrections in that the meeting is to be called a “special meeting” and one sentence is to be dropped.

The Minutes were approved as amended by Resolution number SHC-2007-18.

## 6. Unfinished Business

### 6.1. KDHC Update

Directors and Officers insurance is in place for the KDHC board members

The KDHC lawyer with respect to dissolution was provided a copy of the resignation letter for Tracy McFatridge.

A notice to reader opinion is required from the KDHC auditor for the lawyer regarding 2007 as the audited statement December 31, 2006 is not adequate for dissolution processes. The date for the notice to reader is believed to be August 31, 2007 but this is to be confirmed with the Director of Finance.

There will need to be another KDHC meeting once the process for dissolution is in place such that KDHC can put a motion forward to dissolve. This will be arranged when the process is received from the lawyer.

### 6.2. Parkview

The Parkview construction remains on Schedule with an anticipated completion date between Nov 15 and Nov 30 2007. Regular meetings are occurring with the contractor and tenants and the next meeting is October 25, 2007.

The front loop construction project approved at the October 4, 2007 KDSB meeting is well underway with a completion date of November 30, 2007.

### Minaki

The committee was informed that one property has been sold in Minaki. The property sold was 9 Railway Street and the listed price was \$114,900 and the amount accepted was \$115,400. The sale has been finalized.

The committee was informed that the soil testing results for lot 116 had just been received. There is one of seven test holes that has a slightly higher lead content than is allowed by provincial legislation and that remediation work has been recommended. This does slow the process of selling this property as it is to be included with the sale of lots 115 and 113. The cost of determining solutions was determined to be \$2,900. A meeting was arranged with the Ministry of Environment to review what options were available to KDSB. This meeting is scheduled for October 17, 2009 and the director is to report via email to the committee.

The Director of Housing amended the resolution that listed 1 and 2 Pine Street as units declared surplus. The listing now reads 1 Russell and 2 Pine and the revised resolution have been sent to the MMAH.

### **6.3. 2008 Budget**

On October 15, 2007 Draft number 1 was presented to the finance committee and other board members. The committee discussed the addition of the administrative assistant and the inclusion of additional funds for KDHC dissolution. The next presentation of the budget is the November 1, 2007 to the committee of a whole. The director of housing will not be available for presentation of this budget on November 1, 2007

## **7. Business**

## **8. Other Business**

### **8.1. Housing Director's Report for September 30, 2007**

**Financial Discussion:** Overall the budget amounts are very tight with an expectation that virtually all capital will be spent. Unknowns to this point are the weather with respect to utility charges, and the volumes of snow that may fall.

**Performance Indicators:** Comments are as follows regarding the performance indicators. Revenue- Rental revenue charged to tenants is still ahead of budget to the end of September 2007. Arrears- Current arrears have dropped as staff have returned from vacation and can work the accounts. The actions of staff however have caused some people to vacate units with arrears and therefore the transferring of debt from current to former which did increase in September. It should be noted however that collection efforts in the former tenants have netted some positive results. Applications- the number of applications has increased from August. Vacancy- Vacancies have reduced in some areas and increased in others. It was noted that two units leased in Dinorwic remained vacant because tenants did show up to move in.

Turnover- The number of turnovers is virtually the same in 2006 as 2007. Market Rent Units-There is a slight increase in market rent units over August 2007.

## 8.2 DOOR Funding Update

Patricia Plaza Elevator/Lift: The consultant has visited the site and is currently reviewing best locations, and products that would work.

Follansbee Elevator/Lift: The consultant is finalizing the tender package for release.

330 Van Horne: The consultant is finalizing the tender package for release.

Energy Audits. Energy Audits were received and a discussion entered into around the Red Lake Family Units. It is to be determined if replacing electric forced air furnaces should be replaced with fuel oil or propane, and to what value it would be to insulate the top floor with respect to reduction of energy costs. Additionally if it is not cost effective to do more insulation what other options are there for these units.

Housing Needs Survey. The director informed the committee that an information request was sent to other housing directors in the north to see if in fact they had done housing needs surveys. There were 3 responses received and these housing needs surveys all had slightly different mandates. The committee therefore was requested to provide what information they wish to get from this survey. Following are the comments: What are the housing needs for the next 10 year period in the Kenora District, What is the expected Migration Projection, What is the current demographics of the District. The director is to review the other surveys, and propose a draft RFP.

## 9. Recommendations

None

## 10. Adjournment

The meeting was adjourned by the Chair at 11.35 am.

*Minutes Approved by Committee:* November 15, 2007

*Moved by:* Garry Parkes  
*Seconded by:* Jack McKenzie