

KENORA DISTRICT SERVICES BOARD

Minutes of the Social Housing Committee Meeting
Held on Thursday, October 29, 2008
At KDSB Housing Services Board Room in Kenora
201-310 1st Avenue South Kenora, Ontario
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 10:00 a.m.

2. APPROVAL OF AGENDA

MOTION NO.: SHC2008 30

Moved by Garry Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee approve the *amended* agenda for a meeting of the Committee to be held on Wednesday, October 29, 2008 at the KDSB Housing Services Board Room at 201-301 1st Avenue South in Kenora, Ontario commencing at 10:00 a.m.

Add: 9.2 In-Camera Session
9.3 ONPHA update from Jack McKenzie and Garry Parkes.

CALLED; CARRIED

ACTION: None

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

None

4. DELEGATIONS / DEPUTATIONS

4.1. **Ralph Page- Making Kenora Home.** There was confusion as to who was making contact with Mr. Page regarding setting up a time for the deputations. When contact was made it was determined that the morning time slots were taken and Mr. Page could not come in the afternoon. **Action:** The Housing Director is to provide the upcoming meeting times to Mr. Page and if the times do not work then the Housing Director is to offer to attend a meeting with Mr. Page in Kenora at a mutually agreed upon time. The Housing Director is to report back to the committee regarding this matter.

4.2. **Aamikkowiish Housing Mandate.** No delegation was received.

4.3. **Kenora Municipal Non Profit Housing Corporation - Gardner Building Security Fence (10.30 a.m.)** The original presentation made to the committee in the form of a letter on September 8th was not sufficiently clear in several areas. The Housing Director was requested to outline in writing what areas were confusing to the committee and request that a

presentation be made to them. The presentation was made by Suzanne Broten, Property Manager for the Non Profit. Ms. Broten stated that they had made a presentation to the City of Kenora regarding a variance for the construction of a six-foot high fence in front of the Gardener Building. The City of Kenora at this time had not formally responded to the Non Profit. Once they had, the Property Manager would provide the information to the KDSB. The second item discussed was the location of the fence. It was originally understood that the fence was to extend across the entire front. The Property Manager indicated that the fence was to start east of the main entrance and encompass the lounge exit door and extend to the property line of KDSB and the Non Profit. There would be a locked exterior gate to be accessed by maintenance staff for such things as grounds care and maintenance. The fence plans must be seen by the Committee before being approved. The Social Housing Committee requests a scale drawing of where the fence would be.

- 4.4. **Red Lake Municipal Non Profit Housing Corporation - Update on Howey Bay complex.** (11:00 a.m.) At the September 16, 2008 meeting the Social Housing Committee reviewed capital requests for the Emergency Capital Fund provided by the MMAH. On the requests for capital was \$500,000 for major renovations of 24 units located on Howey Bay in Red Lake. The committee reviewed this request and denied it for funding from the Emergency Capital Fund. The Committee however recognized this as a serious issue and requested the Housing Manager send a letter to the Non Profit outlining that a firm price was required, funding would be requested of the KDSB Board, and that a presentation was required at the October 29, 2008 Social Housing Committee Meeting held in Kenora. Ms. Broten, Property Manager for the Non-Profit Housing Provider gave the following update. An engineer was engaged to determine a course of action, proceed with tender, and act as project manager. In 2008 there was an \$80,000 budget provided to address some of the serious issues. These funds have been directed to paying for the engineering study. Once the engineering study is completed and a course of action determined, the non profit is to contact the Housing Director who will review the situation with the provider board, property manager and engineer. This is expected to be late December or early January. **Action: The Housing Director is to meet with the non profit, property manager and consultant once the report and course of action are determined. The committee is to be provided with periodic updates or milestone events.**

- 4.5. **Edward Hoshizaki Consulting (Peder Olsen - 11:30 a.m.).**

The lead consultant on the Housing Needs Survey is Peder Olsen. Mr. Olsen was invited to attend the Social Housing Committee in Kenora on October 29, 2008. The committee clearly outlined that information was wanted on the demographics of the district, the anticipated needs in the shorter and longer range and that consultation was important. Mr. Olsen provided a list of items required that the Housing Director is to provide. The committee would like the final report for the May 14, 2009 Board Meeting.

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

5.1 **Minutes of September 8, 2008**

MOTION NO.: SHC 2008-31

Moved by Joyce Timpson
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee approve the minutes of the September 8, 2008 meeting of the Committee

CALLED; CARRIED

ACTION: Distribute / File

5.2 Minutes of September 16, 2008

MOTION NO.: SHC 2008-32 Moved by Garry Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee approve the minutes of the September 16, 2008 meeting of the Committee

CALLED; CARRIED

ACTION: Distribute / File

6. BUSINESS ARISING FROM THE MINUTES

6.1 Business Arising from the Minutes of the September 8, 2008 Meeting

2009 Budget: The committee was informed that the Housing Services Budget as presented to them on September 8, 2008 was presented to the Finance Committee on September 23, 2008. The Finance Committee requested that the appliance budget, rather than be spread out over three years, be included in total for 2009. This alternation was made and presented to the Director of Finance who presented the budget to the Committee of the Whole on October 28, 2008. The Committee of the Whole has recommended the 2009 budget to the KDSB Board who will consider the budget on November 20, 2008.

The Chair of the Housing Committee commented that in future budget years any changes to the budget recommended by the Finance Committee come back to the Housing Committee for consideration and approval prior to being presented to the Committee of the Whole. This matter was taken under advisement by the CAO and Housing Director.

Aamikkowiish: The Aamikkowiish Housing Corporation was sent a letter as a result of KDSB's legal findings on indemnification regarding protection for KDSB. The letter stated that Aamikkowiish was to get an opinion from the Human Rights Commission regarding the request to have native only tenants for units that were administered under the Social Housing Reform Act. The KDSB did not receive correspondence back from Aamikkowiish or a request for a time to appear before the committee.

Provision of Write off Policy to Delegation: The Housing Director provided report number SHC2008-86 to the committee for consideration. Please reference 8.1 below.

6.2 Business Arising From the Minutes of the September 16, 2008 Meeting

Capital Funding Request from MMAH: The committee was informed that the summary of the emergency capital fund was issued to the Team Lead of the MMAH in Thunder Bay by the deadline of September 30, 2008. On October 2, 2008 a copy of the KDSB board resolution approving the summary of capital expenditures was sent to the Team Lead of MMAH in Thunder Bay to complete the application process. The Team Lead in Thunder Bay has stated that the material has been sent to the MMAH for approval but as yet no formal approval has been received.

Housing Needs Survey: The Winning consultant was informed and a time for the initial meeting was established.

7. CORRESPONDENCE

There was no correspondence for this meeting.

8. PROGRAM DIRECTOR'S REPORTS:

- 8.1 2008 Recommendation for Write Off (SHC 2008-86): The write off procedure was approved at the October 2, 2008 KDSB Board Meeting. It was therefore possible for the Housing Director to Write-off those accounts less than \$100.00 (\$811.15). The summary and actual accounts were provided to the Director of Finance for processing. The Housing Director also provided, in Report SHC2008-86, recommendations to the Social Housing Committee for write off of accounts greater than \$100.00 in the amounts of \$18,278.65 and \$262,927.49. The Social Housing Committee after review recommends these two amounts be written off. **Action: In accordance with the write off Policy, the Housing Director is to provide the summary and actual accounts to the Director of Finance as well as the concurrence of the SHC for presentation at the next Board Meeting on November 20, 2008.**
- 8.2 Performance Indicators (SHC2008-87 and SHC2008-97): The August 31, 2008 data was provided more as information and the September 30, 2008 performance indicators reviewed more closely. The revenues declined sharply in September due to the high turnovers, creating higher vacancy. The arrears have steadily increased and are too high. The director will be in weekly meetings with the Property Manager to discuss this situation. The applications on hand have decreased due to the purge which will be completed in October 2008. The purge of applications takes place twice yearly in order to ensure that the wait list remains current and does not accumulate those applicants that cannot be located or do not want subsidized accommodations. There were 46 vacancies in September. There are several reasons for this vacancy issue including high turnover, chronic vacancy, and major renovations on units. A listing of vacancies was provided with the September 30 report. There were 23 turnovers in September causing a very large increase in vacancy and inadequate time for staff to complete unit turnaround in 30 days. There are chronic vacancies in Ear Falls in the senior's building, and family housing units. The downturn in wood related industries is having a negative effect on the occupancy of units in Ear Falls. There are 4 vacant units in Kenora due to major renovations. The market rent ratio is down because of the vacancy in Ear Falls.
- 8.3 Combined Arrears Report (SHC2008-88 and 98): 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. The combined arrears owing at September 30, 2008 is \$319,161 which is a combination of Former Tenant Arrears of \$302,459 and current tenant arrears of \$16,702. The net increase in arrears over August 31, 2008 is \$7,209.
- 8.4 Average Rent and Vacancy Loss (SHC 2008-89 and 90): The committee reviewed the report and found the information useful and therefore it will be continued in the future.
- 8.5 Contingency Capital (SHC 2008-90 and 100): The committee was informed that as at October 16, 2008 there was a balance of just over \$13,000 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 the situation would be dealt with as it occurred.
- 8.6 Capital Program Update - January 1 to October 16, 2008 (SHC 2008-91 and 101): The Capital Update Report was presented to the Committee as information.
- 8.7 August and September 2008 Financial Report (SHC 2008-92 and 102): The Housing Director noted that at this time there were no major concerns in either August or September. The September Report was dealt with in more detail than the August Report. The Director noted that the utility accounts may be adequate to cover the actual amounts. Although reporting to September 30, 2008 the Director noted that the above average temperatures in October bode well for the rest of the year. Notwithstanding should there be a sudden turn in the weather there are surpluses in revenue and other expense accounts that may cover the utility over expenditure should an over expenditure occur.

- 8.8 Minaki Water Well Situation (SHC 2008-95)Update: The Housing Director provided a report as backup to an emergency request to drill a well in Minaki due to a well failure. The budget for the job is \$30,000. The funds to cover this have been taken from the contingency capital budget and are included in the amount reported in Item 7.5 above. **Action: The director will be reporting on the actual cost of the well when the amount is known.**
- 8.9 AMO Homelessness (SHC2008-96). The Director provided a report to the committee regarding a presentation from Kenora at the AMO Conference in the late summer. The report outlines that Kenora is looking for a 32-unit homeless shelter utilizing donations of land (\$100,000), a cash donation from the Kenora Non-Profit Housing Corporation (\$300,000) and a grant from Government in the amount of \$1,900,000. The Director noted that Crisis Shelters are not eligible for funding assistance from the Affordable Housing Program. Additionally, it is not clear how the Kenora Municipal Non-Profit Housing Corporation can donate \$300,000 to this program when the Social Housing Reform Act does not allow this. This situation will be monitored as time progresses.
- 8.10 Ignace Housing Request (SHC2008-103): At the request of the Ignace KDSB Board Member the Housing Director attended an informational meeting with several Ignace town councillors and the economic development officer on October 6, 2008. This group was looking for options for housing such that seniors could remain in Ignace rather than move to Dryden or Kenora. The group was informed that a Housing Needs Survey was recently approved. The Director provided a letter as follow up to the meeting to the Mayor of Ignace.
- 8.11 Red Lake BCA Funding Approval (BR2008-13): The director provided a report for the approval of the Building Condition Assessments (BCAs) for Red Lake. The closing date of the tender necessitated going directly to the CAO and Board of Directors for approval in order to get the work done in 2008.

9. GENERAL BUSINESS

9.1 Minaki - Update

9.1.1 Sale of Units.

Century 21 has joined the MLS listing group. If KDSB wants the units to be listed as MLS new forms will have to be signed and the listings must be at least 60 days.

9.1.2 Lot 116.

The Housing Director has stated that DST Consulting was contacted and instructed to proceed with the preparation of the tender for clean up of property now that a formal agreement is in place for the reimbursement of clean up costs from the Ontario Housing Corporation.

9.1.3 Listing Expiration.

The listing agreements expire November 1, 2008. **Action: The committee agreed to extend the relationship with Century 21 for an additional 6 months. The new agreements are to be signed and forwarded as necessary.**

9.2 In-Camera Session

MOTION NO.: SHC 2008-33

Moved by Garry Parkes
Seconded by Joyce Timpson

RESOLVED THAT the Social Housing Committee go to an in-camera session.

CALLED; CARRIED

ACTION: None

MOTION NO.: SHC 2008-34 Moved by Joyce Timpson
Seconded by Garry Parkes

RESOLVED THAT the Social Housing Committee resume the regular meeting.

CALLED; CARRIED

ACTION: None

9.3 Report from Jack McKenzie and Garry Parkes - ONPHA Conference:

The conference provides many opportunities for gathering of information and networking. The information provided to the director was a purchasing catalogue, new products in appliances (especially in stoves), SOHO insurance program, surface treatment in risk management, Enbridge - energy conservation, and recycling of paint.

10. RESOLUTIONS/RECOMMENDATIONS:

None

11. NEXT MEETINGS:

11.1 The next meeting is November 19, 2008 in Dryden starting at 4:00 pm in the KDSB Boardroom, 211 Princess Street - Suite 1.

11.2 The 2009 proposed meeting schedule for the Social Housing Committee is as follows:

Social Housing Committee	February 5, 2009 (Regular Meeting)	Dryden
Social Housing Committee	March 4, 2009 (Regular Meeting)	Dryden
Social Housing Committee	April 29, 2009 (Regular Meeting)	Kenora
Social Housing Committee	May 20, 2009 (Regular Meeting)	Dryden
Social Housing Committee	June 24, 2009 (Regular Meeting)	Vermilion Bay
Social Housing Committee	August 5, 2009 (Regular Meeting)	Sioux Lookout
Social Housing Committee	September 2, 2009 (Budget Meeting)	Dryden
Social Housing Committee	September 23, 2009 (Regular Meeting)	Dryden
Social Housing Committee	November 18, 2009 (Regular Meeting)	Kenora

12. ADJOURNAMENT

The meeting adjourned at 1:50 p.m. on October 29, 2008

Confirmed this 19th day of November, A.D. 2008,

By Resolution No.: SHC 2008-36

Jack McKenzie, Chair