

**Kenora District Services Board
Minutes of the Social Housing Committee Meeting
Held in Dryden at 211 Princess Street Suite 1
On November 15, 2007 starting at 10.00 am**

Attendance:

Present:

Jack McKenzie, Chair

Garry Parkes

Sten Lif, CAO

Adrian De Porto, Director of Housing Services

Regrets:

Joyce Timpson

The minutes were recorded by Adrian De Porto

1. Call to Order:

The meeting was called to order at 10:0 a.m. by the Chair, Jack McKenzie, on November 15, 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 2007-19

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 October 16, 2007 were reviewed for additions, deletions and/or corrections.

The minutes were approved by Resolution number SHC-2007-20.

6. Unfinished Business

6.1. KDHC Update

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

The notice to reader has just been received and will be forwarded to the corporate lawyer.

A meeting is to be potentially arranged for Wednesday, November 21, 2007 in the evening to accept the statements, and process signatures for dissolution.

6.2. Parkview

The Parkview construction remains relatively on schedule with an anticipated substantial completion to be declared some time in early December. In a meeting held on November 13th, 2007 it was determined that the front and sides of the building will be very near completion by November 23, 2007. Of concern however is the caulking of the window frames to the siding. Temperature concerns may not allow this work to be done. As such therefore there may be a hold back for this work into the spring of 2008. It is also likely that grounds work will have to be done in the spring of 2008 as well. The last concern known of at this time is that the new doors for back and front will not be delivered until December 9, 2007. This is work that can be done in cooler temperatures.

Once substantial completion is declared KDSB can request the final payment in the amount of \$450,000 from the Affordable Housing Initiative. The holdback of \$150,000 from the Affordable Housing Program will be requested once all the work is done. This is estimated to be June or July of 2008.

The front loop construction project approved at the October 4, 2007 KDSB meeting is substantially complete with grounds work and the lighting to be completed.

Tenant meetings continue to occur on a monthly basis. These meetings have been beneficial to communicate information back and forth from the contractor, KDSB and the tenants.

6.3 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 and funds have been received.

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. The consultant has been engaged and is creating a clean up plan at this time. Once a clean up plan is created and budget established information will be sent to SHC for review.

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. KDSB has received consent to dispose of 1 Russell and 2 Pine and the sale agreement has been signed with the Real Estate agent on November 13, 2007.

6.4 RFP for Housing Needs Survey

The RFP document has been started and a draft ready for review in January 2008.

7. Business

7.1. 2008 SHC Meeting

The schedule as provided at the meeting has been accepted and is to be provided to the Executive Assistant to the CAO for posting on the WEB.

7.2 Non Profit Recoveries

The non profit recoveries for 2006 are \$200,292. Due to benchmarking in 2007 the 2007 amount to be paid to non-profits is to be increased by \$96,000. It is being recommended that the amount between the 2006 recoveries and the 2007 additional charge be added to the operational reserve.

8. Other Business

8.1. Housing Director's Report for October 2007

Financial Discussion: The Financial data that is commented on is for September 30, 2007. Surpluses exist in Administration, Building Maintenance, Utilities, Capital, and Interest Earned on Reserves. The surpluses are largely caused by staff on Long Term Disability, and the additions of DOOR funding. The balance of the expenditure and revenue categories is virtually equal to the budget.

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 October 2007. Arrears - Current arrears have dropped as staff have returned from vacation and can work the accounts. It should be noted that collection efforts from the former tenants have netted some positive results. Applications - the number of applications has increased from September. Vacancy - Vacancies overall have reduced. 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 September 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 4 responses received and these housing needs surveys all had slightly different mandates. These surveys will be used to help develop the RFP for the Kenora District.

9. Recommendations

None

10. Adjournment

The meeting was adjourned by the Chair at 12:10 p.m.

Minutes Approved by Committee on: *December 20, 2007*

Moved by: *Joyce Timpson*

Seconded by: *Jack McKenzie*