



HOUSING SERVICES COMMITTEE MEETING AGENDA

Healthy Communities without Poverty

A G E N D A

Date: Wednesday, January 15, 2020
Time: 1:30 PM
Location: Guillemette Rankin Board Room

FOR BOARD MEMBERS ONLY:

Members: Mayor Dean Backer, Mayor Jane Dumas, Councillor Mark King, Councillor Chris Mayne, **Councillor Dave Mendicino (Chair)**, Mayor Dan O'Mara, **Councillor Scott Robertson (Vice Chair)**, Councillor Dan Roveda, Representative Amanda Smith.

FOR BOARD MEMBERS ONLY:

Teleconference # 1-855-392-2520 Passcode 2950967# (advise if required)

Item	Topic	Lead
1.0	1.1 Call to Order	Chair
	1.2 Declaration of Conflict of Interest	Chair
2.0	Opening remarks by the Chair	Chair
3.0	Approval of Agenda January 15, 2020 Recommendation THAT the Housing Services Committee members accept the Agenda as presented.	Chair

Item	Topic	Lead
4.0	<p>4.1 HS01-20 NDHC Capital and Operating Budgets</p> <p>RECOMMENDATION THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the operating and capital budgets for all phases operated by the Nipissing District Housing Corporation (NDHC) as set out in report HS01-20.</p>	Justin Avery/ Pierre Guenette
	<p>4.2 HS02-20 Transfer of 416 Lakeshore Drive</p> <p>RECOMMENDATION THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for information report HS02-20 regarding the transfer of the Canada-Ontario Affordable Housing Program (AHP) project located at 416 Lakeshore Drive in North Bay.</p>	Stacey Cyopeck/ Tyler Venable
	<p>4.3 HS03-20 Reaching Home: Community Plan</p> <p>RECOMMENDATION THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives information related to the amended Reaching Home – Community Plan, for the District of Nipissing and as set out in report HS03-20.</p>	Stacey Cyopeck/ Tyler Venable
5.0	<p>5.1 HOUSING STATUS REPORTS:</p> <ul style="list-style-type: none"> • Housing Programs – Presentation by Tyler Venable on Social Housing Regulatory Changes • Housing Operations 	Stacey Cyopeck Pierre Guenette
6.0	OTHER BUSINESS	
7.0	CORRESPONDENCE	
8.0	<p>NEXT MEETING DATE NDHC Board Meeting to follow. Board Meeting Wednesday, January 29, 2020, Golden Age Club Next Committee Meeting – Wednesday February 12, 2020 DNSSAB Boardroom</p>	Chair
9.0	ADJOURNMENT	Chair

REPORT

HS01-20

For information or For Decision or For Approval

DATE: January 15th, 2020

PURPOSE: 2020 Housing Operations Budget – All Phases

PREPARED BY: Elise Larochelle, Supervisor of Corporate Assets
Pierre Guenette, Housing Operations Manager

REVIEWED BY: Justin Avery, Manager of Finance
Melanie Shaye, Director of Corporate Services
Catherine Matheson, CAO

RECOMMENDATION

That the Board approves the operating and capital budgets for all phases operated by the Nipissing District Housing Corporation (NDHC) as set out in report HS01-20.

BACKGROUND

Similarly to 2019, with the integration of NDHC (Housing Operations) into the DNSSAB Housing Services department, the NDHC operating and capital funding provided by DNSSAB for each phase has already been approved within the overall DNSSAB Housing Services budget.

Based on legislative funding formula requirements, residential phases I, II and III of the NDHC housing portfolio require separate operating budgets and approvals.

On an annual basis, staff seek the Board's approval to increase the market rents by the annual guideline rent increase released by the Ministry of Municipal Affairs and Housing (MMAH). The guideline increase is usually released in late summer for increases in rent the following year, maximizing potential rental revenue. Although the increase is effective January 1, not every household's rent increases on that date. Annual anniversary dates can occur throughout the calendar year.

The requested guideline rent increase affects all four residential phases but it is important to note that an increase to the maximum rent does not affect the rent a tenant pays if they are a rent-geared-to-income (RGI) household. Increases in rent for an RGI household usually occur when there is an increase in household income. Any increases must follow legislative requirements with respect to calculation/exemptions and notices.

With respect to the capital budgets, staff review and update the building condition assessments as well as the information in the asset planner program on an ongoing basis. This process identifies upcoming capital requirements while at the same time mitigates any possible health and safety issues. This information is used to formulate the capital budget for the following year.

The following is a summary of the operating and capital works plan by phase for 2020.

PHASE I

This complex is located at 555 McNamara Street, North Bay and was developed under the Section 95 Municipal Non-Profit (MNP) 78 program. It was built in 1986 and consists of 50 family units with a mixture of 2 and 3 bedroom units. It offers both market rent units as well as rent-geared-to-income units.

On an annual basis, MMAH releases the cost factor to be used for the upcoming year. The cost factor is a regional inflationary/deflationary factor which is used in the calculation of the operating subsidy in the budgets of a MNP housing corporation. The cost factor for each region is reviewed annually and adjusted in accordance with changes in the consumer price index for the costs of housing operations. The 2020 cost factor for the northern region is 2.49%. As a result, the previous year's budgeted operating costs are adjusted by 2.49%

Municipal taxes are adjusted based on the best information available at the time but the actual tax costs will be recognized during the reconciliation process the following year.

Actual mortgage expenses are also recognized and will be adjusted based on any term renewal and subsequent rate adjustments.

The capital reserve for this phase is funded through annual contributions, as approved through the subsidy calculation formula. Capital reserve contributions are adjusted using the same cost factor as that used for the operating subsidy.

The annual capital reserve contribution is \$44,847.

Significant capital work planned for 2020 includes:

- **Replacement/straightening of light poles** – These original light posts have rusted and are approaching the end of their useful life. Lights fixtures would be upgraded to energy efficient LED lighting. The budgeted amount for this project is \$20,000.
- **Replacement of kitchen cabinets** – Following move-out inspections, if cabinets are determined to be in poor condition, they will be replaced. The budgeted amount for this project is \$10,000 which should cover the cost of 2 sets of kitchen cabinets.
- **Replacement of sidewalks** – Sections of the existing sidewalks have deteriorated where they have become a tripping hazard and need to be replaced. The budgeted amount for this project is \$40,000.

Phase I operating and capital budgets are attached as Appendices A & B respectively.

PHASE II

Phase II is comprised of three separate complexes. They are located at 545 McNamara Street (built 1992), Thelma Avenue (built 1992) and 111 Carruthers (built 1987), North Bay. They were developed under the Provincial Reformed program and consist of 171 family units with a mixture of 2 and 3 bedroom units. They offer both market rent units and rent-geared-to-income units.

On an annual basis, MMAH releases the market rent index as well as a series of cost indices which must be used to calculate the subsidy for the upcoming year. The rent index is used to determine the benchmarked RGI revenues while the cost factors are used in the calculation of the benchmark operating costs for the upcoming year.

Cost indices are provided for administration and maintenance, insurance, bad debt, electricity, water, natural gas, oil and other fuel, and capital reserves. The previous year's operating costs are adjusted by the upcoming year's indices to determine the subsidy entitlements.

As with the MNP program, municipal taxes are adjusted based on the best information available at the time but the actual tax costs will be recognized during the reconciliation process the following year.

Actual mortgage expenses are also recognized and will be adjusted based on any term renewal and subsequent rate adjustments. The mortgage for Thelma Avenue will renew effective February 1, 2020 and the subsidy requirements will be adjusted accordingly.

The capital reserve for this phase is funded through annual contributions, as approved through the subsidy calculation formula/process. The annual capital reserve contribution is \$148,233.

Significant capital work planned for 2020 includes:

- **Furnace Replacements:** expecting to replace 32 furnaces, however, this will be funded by DNSSAB through the Ontario Priorities Housing Initiative (OPHI) funding envelope.
- **Replacement of decks –** various locations. Each unit in this phase has a wooden patio deck. These decks including stairs and railings are original to the construction of the complexes, which were built in 1987 and 1992. Inspections will be completed in the spring to determine the conditions of the decks and replacements will be completed on those which have the greatest signs of deterioration. The work is completed by our maintenance staff and budgeted amount for the materials associated with this project is \$15,000.
- **Replacement of kitchen cabinets –** Following move-out inspections, if cabinets are determined to be in poor condition, they will be replaced. The budgeted amount for this project is \$36,000 which should cover the cost of 7 sets of kitchen cabinets.
- **Replacement of Weeping tiles D2 & D3 111 Carruthers –** Due to on-going water issues, the weeping tiles for these two units need to be replaced. The budgeted amount for this project is \$25,000.
- **Move-outs and Annual inspections work –** In keeping with prior year actuals, upon move-outs and annual inspections, we anticipate repairs such as window, flooring, cabinets and door replacements. The budgeted amount for this work is \$30,000.

Phase II operating and capital budgets are attached as Appendices C & D respectively.



PHASE III

Phase III complexes are scattered across the district and are located in West Nipissing (Sturgeon Falls, Field and Verner), North Bay and Mattawa. They were formally owned and operated by the Ontario Housing Corporation and are sometimes referred to as public housing. There are 557 units across the district and they include a blend of high-rises, two story walkups, single story apartment buildings, townhouses, duplexes, and single detached homes. Unit sizes range from one bedroom units to five bedrooms duplexes. This phase is primarily rent-geared-to-income.

As outlined in the December 18, 2019 budget presentation, the Provincial/Federal funding provided by MMAH for the Legacy programs, namely Public Housing – NDHC Phase III, increased by \$322,455 in 2020.

Cost pressures include:

- Collective bargaining increase.
- Increased cost for ground maintenance as a result of an abundance of snow in the 2019 winter season.
- Increased capital budget requirements.
- Projected water increases despite anticipated decreases in electricity and fuel costs.

When determining appropriate budgets for the upcoming year, calculations are based on a number of factors. These include average costs in the previous three years, known rate increases, MMAH indices provided for other program types and other building specific costs.

As with other housing programs, municipal taxes are adjusted based on the best information available at the time but the actual tax costs will be recognized during the reconciliation process the following year.

The capital budget for this phase is traditionally funded through municipal levy. There is no set annual capital reserve contribution. As presented during the December Housing Services Committee meeting, the total 2020 capital budget amounts to \$1,105,359 plus the non-refundable portion of the HST of \$19,454 for a total capital budget of \$1,124,813. Of this capital budget, \$56,986 for the replacement of 14 furnaces will be funded by DNSSAB through the OPHI funding envelope.

There are a number of capital items planned for 2020. Although the majority of the items have a relatively small value, a few larger capital works projects are worth noting. These include:

- **Installation of siding on stucco** – 199, 201, 203, 205 Russell St., Sturgeon Falls. These duplexes were built in 1968. Although the stucco covering has been maintained throughout the years, we are recommending that these units be recovered with vinyl siding. During the process, we intend to add additional exterior insulation increasing the energy efficiency. The budgeted amount for this project is \$45,000.
- **Replace carpets in common room and hallway** – 135 Worthington St. W, North Bay. We are recommending replacement of the carpets in the common room and hallway with vinyl flooring making it easier to maintain. The budgeted amount for this project is \$40,000.
- **Replacement of Natural Gas Air Make-up Unit** – 135 Worthington St. W., North Bay. This unit is original to when the building was constructed in 1973. The unit is past the end of its useful life and needs to be replaced. The budgeted amount for this project is \$120,000.
- **Installation of drainage swales to eliminate water ponding and ultimately reduce slips and falls** – Manitou Street, North Bay. The current topography of the complex does not promote proper drainage during the spring melt or heavy rain events. In 2018, swales were constructed in one problem area of the complex. The new swales have greatly improved the site drainage. We will continue to monitor the efficiency during the spring melt and explore alternatives to improve the site drainage. The budgeted cost for this project is \$150,000.
- **Replace Roofing Shingles** – 70 Principale Street, Verner. These shingles are approaching the end of their useful life and are showing signs of deterioration. Staff are recommending their replacement. The budgeted cost for this project is \$55,000.
- **Replacement of Maintenance Vehicle** – Entire District. Staff are recommending the replacement of its 2008 maintenance vehicle. The current vehicle is approaching the end of its useful life. The budgeted cost for this purchase is \$42,000.

- **Move-outs and Annual inspections work** – In keeping with prior year actuals, throughout the portfolio we conduct move-outs and annual inspections, and we anticipate repairs or replacement of the following;
 - Kitchen cabinets, doors, tub surrounds etc. The budgeted estimate is \$63,000.
 - Flooring replacement throughout portfolio. The budget estimate is \$45,000.
- **Boilers, furnaces and HVAC systems** – Throughout the portfolio. Historically boilers, furnaces and HVAC systems will fail and replacement is required. The budget estimate is \$40,000 to cover these costs.

Phase III operating and capital budgets are attached as Appendices E & F respectively.

PHASE IV

Phase IV complexes are located at 866 Lakeshore Drive, Gormanville Road, Highbury Park and Gladstone Avenue, North Bay. They were developed under the Federal Section 95 program and consist of 56 units including a 40 unit town house complex and 16 units with a mixture of detached homes, duplexes and condominiums.

In keeping with this program's requirements, these units are rented at low-end of market rents.

The subsidy requirement under this program type is directly tied to the mortgage payments. Since the mortgages on these properties have been paid, there is no subsidy payable under this phase.

A process similar to that used in Phase III is followed to determine the budget for the upcoming year including the average costs in the previous three years, known rate increases, MMAH indices provided for other program types and other building specific costs.

Similar to other housing programs, municipal taxes are determined based on the best information available at the time but the actual tax costs will be recognized during the reconciliation process the following year.

Contributions to the capital reserve for this phase are funded through surpluses generated at year-end. There is no set annual capital reserve contribution.

Significant capital work planned for 2020 includes:

- **Replacement of siding, eaves and flashing** – 8 David Court, North Bay. The siding, eaves and flashing has deteriorated and are in need of replacement. The budgeted amount for the project of \$22,000.
- **Replacement of heaters** – 866 Lakeshore Drive, North Bay. These space heaters date back to the original construction in 1981. Replacement parts are no longer available. We will be replacing 12 space heaters in 2020. The budgeted amount for the project of \$20,400.
- **Move outs and Annual inspections work** – In keeping with prior year actuals, upon move-outs and annual inspections, we anticipate repairs such as window, flooring, cabinets and door replacements. The budgeted amount for this work is \$11,500.

Phase IV operating and capital budgets are attached as Appendices G & H respectively.

PHASE V

This is the second year that commercial operations are now under a separate budget. Previously, our office building at 133 Main Street, North Bay, was incorporated into the Phase III operating budget. With the addition of two commercial projects in 2018, commercial operations have now been broken out as a separate phase, Phase V.

The properties include 133 Main Street, North Bay, DNSSAB's South Algonquin Community Hub, and the DNSSAB - Indigenous Hub project at 1040 Brookes Street, North Bay.

With respect to 133 Main Street, expenses were determined based on previous year averages adjusted by known factors or rate increases.

With respect to the two newly acquired projects, an analysis was completed by the Manager of Finance to determine appropriate operating expenses.

The analysis included a review of previous operating expenses provided by the former owners as well as a comparison of expenses associated with our North Bay EMS base.

The goal of the South Algonquin Community Hub and the DNSSAB - Indigenous Hub is to be cost neutral. Therefore these leases are designed as triple net leases where the tenant will be responsible for all operating costs and property taxes and NDHC will be covering ongoing capital maintenance with the lease revenue.

Significant capital work planned for 2020 includes:

- **Installation of guard rails on roof** – 133 Main Street, North Bay. In accordance with the Technical Standards and Safety Authority, we are required to install railings around the ventilation equipment located at the perimeter of the roof. The budgeted amount for the project of \$12,000.
- **Replacement of sanitary sewer lines** – 1040 Brookes Street, North Bay. These sewer lines were identified as requiring replacement in 2020. In the spring, these lines will be inspected to determine the need for their replacement. The budgeted amount for the replacement of these lines is \$72,000.
- **Replacement of the UV System and Filters** – 6 Galairy Road, Whitney. At times, the ultraviolet water treatment system is not functioning properly rendering the system inoperable. The budgeted amount for this work is \$4,600.

Phase V operating and capital budgets are attached as Appendices I & J respectively.

CONCLUSION

Appendix K consolidates phases I, II, III, IV and V for an organization wide budget.

With the Board's endorsement of the 2020 operating budgets for phase I, II, III, IV and V, staff will be in compliance with the various program requirements and will continue to provide quality services to all of our tenants and clients.

With the Board's endorsement of the 2020 capital budgets for phase I, II, III and IV and V, staff will proceed with the implementation of the capital works plans ensuring all purchases comply with the purchasing policy.

Appendix A

Nipissing District Housing Corporation (Housing Operations) 2020 Budget Summary Phase I

	2019 Forecast	2019 Budget	2020 Budget	Increase (Decrease)	% Change
Revenue:					
Rent - RGI	57,521	54,638	63,264	8,626	15.8%
Market tenant rent	193,403	209,016	200,352	(8,664)	-4.1%
Commercial rent	-	-	-	-	0.0%
DNSSB subsidies:					
Operating	225,200	225,200	231,559	6,359	2.8%
Capital	-	-	-	-	0.0%
Grants	-	-	-	-	0.0%
Interest and other	1,932	-	-	-	0.0%
	478,056	488,854	495,175	6,321	1.3%
Expenses:					
Salaries and benefits	-	-	-	-	0.0%
Municipal taxes	86,154	88,295	88,738	443	0.5%
Utilities	50,506	53,945	52,056	(1,889)	-3.5%
Maintenance, materials and services	83,387	78,999	92,755	13,756	17.4%
Capital operations	12,545	15,264	82,426	67,162	440.0%
Interest on long-term debt	3,199	-	1,996	1,996	0.0%
Long-term debt repayments	158,764	162,354	160,358	(1,996)	-1.2%
Administrative overhead	1,682	11,765	2,005	(9,760)	-83.0%
Insurance	12,080	11,790	13,074	1,284	10.9%
Interest and bank charges	569	-	-	-	0.0%
Bad debts and collection costs	(311)	8,913	8,913	-	0.0%
Administrative allocation	22,550	28,984	30,433	1,449	5.0%
Amortization	-	-	-	-	0.0%
	431,125	460,309	532,754	72,445	15.7%
Excess (deficiency) of revenue over expenses	46,931	28,545	(37,579)	(66,124)	-231.6%
Transfer to capital replacement reserve	-	(43,809)	(44,847)	(1,038)	2.4%
Transfer from capital replacement reserve	-	15,264	82,426	67,162	440.0%
Net surplus (deficit)	46,931	-	-	-	0.0%

Appendix B

2020 Proposed Budget

PHASE I - (Pre 86) (Municipal 78) (Section 95 MNP)

555 McNamara Street, North Bay

Category

A = Life Safety

B = Structural Integrity

C = Legislative Requirements

D = Building Functionality

E = Cost Effective Upgrades

Address	Building Element	Description	Category	Estimated Cost
555 McNamara	Lighting	Replace/straighten exterior pole lights and replace all the LED (22 lights)	A	20,000
555 McNamara	Landscaping	Replace section of sidewalks at the E and G	D	40,000
555 McNamara	Cabinetry	Replacement of kitchen cabinets upon move out or annual inspections	D	10,000
555 McNamara	Flooring	Replacement of flooring upon move out or annual inspections	D	6,000
555 McNamara	Unforeseen Spending	Work completed upon emergency calls or unexpected work	D	5,000
		Total Capital Budget before HST		81,000
		HST (non-recoverable portion)		1,426
		Total		82,426

Appendix C

Nipissing District Housing Corporation (Housing Operations) 2020 Budget Summary Phase II

	2019 Forecast	2019 Budget	2020 Budget	Increase (Decrease)	% Change
Revenue:					
Rent - RGI	320,127	253,620	290,604	36,984	14.6%
Market tenant rent	503,457	542,976	585,086	42,110	7.8%
Commercial rent	-	-	-	-	0.0%
DNSSB subsidies:					
Operating	1,313,701	1,313,701	1,248,192	(65,509)	-5.0%
Capital	-	-	-	-	0.0%
Grants	-	-	130,253	130,253	0.0%
Interest and other	8,291	8,042	7,637	(405)	-5.0%
	2,145,576	2,118,339	2,261,772	143,433	6.8%
Expenses:					
Salaries and benefits		-		-	0.0%
Municipal taxes	273,366	275,891	281,567	5,676	2.1%
Utilities	169,412	212,018	176,596	(35,422)	-16.7%
Maintenance, materials and services	315,188	297,891	359,139	61,248	20.6%
Capital operations	99,865	154,523	277,805	123,282	79.8%
Interest on long-term debt	177,098	-	140,669	140,669	0.0%
Long-term debt repayments	721,117	949,560	776,515	(173,045)	-18.2%
Administrative overhead	6,928	10,892	11,437	545	5.0%
Insurance	41,373	43,577	44,688	1,111	2.5%
Interest and bank charges	2,183	-	-	-	0.0%
Bad debts and collection costs	(1,246)	7,834	8,006	172	2.2%
Administrative allocation	162,884	175,875	184,669	8,794	5.0%
Amortization	-	-	-	-	0.0%
	1,968,168	2,128,061	2,261,091	133,030	6.3%
Excess (deficiency) of revenue over expenses	177,408	(9,722)	681	10,403	-107.0%
Transfer to capital replacement reserve	-	(144,801)	(148,233)	(3,432)	2.4%
Transfer from capital replacement reserve	-	154,523	147,552	(6,971)	-4.5%
Net surplus (deficit)	177,408	-	-	-	0.0%

Appendix D

2020 Proposed Budget
Phase II - Provincial Reform
 545 McNamara, Thelma, 111 Carruthers

Category
 A = Life Safety
 B = Structural Integrity
 C = Legislative Requirements
 D = Building Functionality
 E = Cost Effective Upgrades

Address	Building Element	Description	Category	Estimated Cost
545 McNamara and 111 Carruthers	Heating	Furnace Replacements 32 furnaces	A	128,000
Thelma Avenue	Decking	Repairs to decks and railing, work issued 2019 cost efficient to have mtce team repair from \$40,000 to \$15,000	A	15,000
Thelma Avenue	Siding	Installation of Vinyl Siding installation at 46 Thelma	D	6,000
All Projects	Flooring	Estimates for replacement of flooring upon move out and annual inspections	D	15,000
All Projects	Windows	Estimates for replacement of windows upon move out and annual inspections	D	18,000
All Projects	Cabinetry	Estimates for replacement of kitchen cabinets upon move out and annual inspections	D	36,000
D2,D3 111 Carruthers	Landscaping	weeping tile replacement	D	25,000
All Projects	Unforeseen Spending	Work issued from emergencies, annual inspections	D	30,000
		Total Capital Budget before HST		273,000
		HST (non-recoverable portion)		4,805
		Total		277,805

Appendix E

Nipissing District Housing Corporation (Housing Operations) 2020 Budget Summary Phase III

	2019 Forecast	2019 Budget	2020 Budget	Increase (Decrease)	% Change
Revenue:					
Rent - RGI	2,757,373	2,581,651	2,638,447	56,796	2.2%
Market tenant rent	-	-	-	-	0.0%
Commercial rent	-	-	-	-	0.0%
DNSSB subsidies:					
Operating	2,244,860	2,244,864	2,237,709	(7,155)	-0.3%
Capital	798,719	981,740	1,067,828	86,088	8.8%
Grants	-	-	56,986	56,986	0.0%
Interest and other	126,861	123,347	81,188	(42,159)	-34.2%
	5,927,813	5,931,602	6,082,158	150,556	2.5%
Expenses:					
Salaries and benefits	1,773,843	1,823,388	1,909,218	85,830	4.7%
Municipal taxes	906,770	1,049,824	911,110	(138,714)	-13.2%
Utilities	831,121	893,774	901,866	8,092	0.9%
Maintenance, materials and services	730,852	797,583	820,142	22,559	2.8%
Capital operations	743,141	981,740	1,124,814	143,074	14.6%
Interest on long-term debt	299	-	-	-	0.0%
Long-term debt repayments	693,390	40,180	-	(40,180)	-100.0%
Administrative overhead	145,064	183,269	245,064	61,795	33.7%
Insurance	139,580	145,899	136,516	(9,383)	-6.4%
Interest and bank charges	7,101	-	-	-	0.0%
Bad debts and collection costs	482	27,850	27,850	-	0.0%
Administrative allocation	10,995	(11,905)	5,578	17,483	-146.9%
Amortization	-	-	-	-	0.0%
	5,982,638	5,931,602	6,082,158	150,556	2.5%
Excess (deficiency) of revenue over expenses	(54,825)	-	-	-	0.0%
Transfer to capital replacement reserve	-	-	-	-	0.0%
Transfer from capital replacement reserve	-	-	-	-	0.0%
Net surplus (deficit)	(54,825)	-	-	-	0.0%

Appendix F

2020 Proposed Budget
PHASE III - Public Housing
 Various Units District Wide

Category
 A = Life Safety
 B = Structural Integrity
 C = Legislative Requirements
 D = Building Functionality
 E = Cost Effective Upgrades

Address	Building Element	Description	Category	Estimated Cost
Various Units	Heating	Replace 14 furnances	A	56,000
27, 29 & 39, 41 Karla	Roofing	Replace Shingles	D	24,000
199, 201, 203, 205 Russell	Siding	Installation of siding on brick of semi-detached	D	45,000
Various, West Nipissing	Exterior Doors	4 Morrison (side door), 5 Morrison (front door with side-light), 7 Morrison (side door with side-light)	D	8,000
162 Tweedsmuir	Fencing	Replace fencing and front step (neighbour willing to pay half of back facing yard)	D	16,000
20 Huron	Decking	Replace side Steps and deck	D	5,259
135 Worthington	Floor Finishes - Common Area	Replace Common Room Floor.remove carpet in hallways and replace with vinyl flooring	D	40,000
135 Worthington	Make-Up AHU	Replace Natural Gas Heated Air Makeup unit	D	120,000
135 Worthington	Security	Installation of security cameras on each 9 floors	D	16,000
Manitou	Landscaping	Drainage Improvement/grading of back yards	D	150,000
145 Holditch	Heating	replace natural gas space heaters	A	18,000
145 Holditch	Flooring	install new vinyl flooring for one flooring on the second floor	D	21,000
445 Poplar, 70 Principal, 24 Grande Allee, 19 William	Heating/Air Conditioning ductless splits	install ductless split units in common rooms	D	25,000
145 Holditch	Unit Electrical Service and Distribution	install 25 exterior plugs on exterior of units for scooters	D	15,000
365 Lakeshore Drive	Main Electrical Service and Distribution	Replace main switchs on panel C and D one 200A and one 600A	A	15,000
445 Poplar Street	Residential Appliances	Replace Appliances.Need reg.size fridges and 24inch stoves. 16 fridges @800.00/fridge. 16 stoves @ 650.00/stove	D	23,200
365 Lakeshore Drive	Plumbing upgrade	Install fire Rated Access Panel for Water Shut off in Hallway Main Floor	D	2,500
465 Poplar Street	Residential Appliances	Replace Appliances. install new 24 inch stoves 10 @650.00/stove	D	6,500
465 Poplar Street	Air Make Up System	install new air make up system	D	35,000
445 Poplar Street	Life Safety	Replace pull stations	A	400
70 Principale Street	Roofing	Replace Shingles	D	55,000
70 Principale Street	Interior Doors - Common Area	create a custodial office using the outside attached storage room,	D	10,000
Villa Aubin-Site	Privacy Fencing	Replace 14 privacy fence, materials only as Maintenance Staff can complete	D	5,000
Villa Du Bonheur, Bellevue Apts Site	Pedestrian Paving	Replace sections of Sidewalks	D	30,000
Entire District	Company vehicle	To replace GMC van 2008	D	42,000
				783,859
Unforeseen Spending				
Various Units	Misc	Roofing	D	7,500
Various Units	Misc	Building Elements	D	63,000
Various Units	Misc	Flooring	D	45,000
Various Units	Misc	Grounds & Landscaping	D	50,000
Various Units	Misc	Foundations	D	24,000
Various Units	Misc	Appliances/restoration equip	D	10,000
Various Units	Misc	Consulting	D	25,000
Various Units	Misc	HVAC	D	40,000
Various Units	Misc	Plumbing	D	6,000
Various Units	Misc	Life & Safety	A	31,000
various units	Misc	Electrical	A	20,000
				321,500
Total Capital Budget before HST				1,105,359
HST (non-recoverable portion)				19,455
Total				1,124,814

Appendix G

Nipissing District Housing Corporation (Housing Operations) 2020 Budget Summary Phase IV

	2019 Forecast	2019 Budget	2020 Budget	Increase (Decrease)	% Change
Revenue:					
Rent - RGI	-	-	-	-	0.0%
Market tenant rent	524,728	509,314	495,976	(13,338)	-2.6%
Commercial rent	-	-	-	-	0.0%
DNSSB subsidies:					
Operating	-	-	-	-	0.0%
Capital	-	-	-	-	0.0%
Grants	-	-	-	-	0.0%
Interest and other	2,986	5,521	2,963	(2,558)	-46.3%
	527,714	514,835	498,939	(15,896)	-3.1%
Expenses:					
Salaries and benefits	-	-	-	-	0.0%
Municipal taxes	101,600	100,860	104,648	3,788	3.8%
Utilities	43,251	45,640	46,185	545	1.2%
Maintenance, materials and services	100,356	131,712	140,440	8,728	6.6%
Capital operations	73,524	77,846	98,097	20,251	26.0%
Interest on long-term debt	-	-	-	-	0.0%
Long-term debt repayments	-	-	-	-	0.0%
Administrative overhead	29,239	33,485	31,534	(1,951)	-5.8%
Insurance	13,515	13,600	12,658	(942)	-6.9%
Interest and bank charges	655	-	2,398	2,398	0.0%
Bad debts and collection costs	(97)	12,000	12,000	-	0.0%
Administrative allocation	43,571	47,046	49,398	2,352	5.0%
Amortization	-	-	-	-	0.0%
	405,614	462,189	497,358	35,169	7.6%
Excess (deficiency) of revenue over expenses	122,100	52,646	1,581	(51,065)	-97.0%
Transfer to capital replacement reserve	-	(130,492)	(99,678)	30,814	-23.6%
Transfer from capital replacement reserve	-	77,846	98,097	20,251	26.0%
Net surplus (deficit)	122,100	-	-	-	0.0%



Appendix H

2020 Proposed Budget
Phase IV Section 95
Various Addresses

Categories
A = Life Safety
B = Structural Integrity
C = Legislative Requirements
D = Building Functionality
E = Cost Effective Upgrades

Address	Building Element	Description	Category	Estimated Cost
18 Karla	Building	Replace garage door and front door	D	5,000
8 David Crt	Building	replace siding on house, new eaves and aluminum flashing to garage door	D	22,000
866 Lakeshore	Heating	Space heater replacements (12 and 12 remaining for 2021)	A	20,400
All properties	Building	Replacement of flooring as per move out inspections	D	12,000
All properties	Building	Replacement of cabinet as per move out or annual inspections	D	10,000
All properties	Building	Replacement of tub surrounds as per move out or annual inspections	D	8,000
All properties	Building	Replacement of roof shingles	D	7,500
All properties	Building	Work issued derived from emergencies/unplanned	D	11,500
		Total Capital Budget before HST		96,400
		HST (non-recoverable portion)		1,697
		Total		98,097



Appendix I

Nipissing District Housing Corporation (Housing Operations) 2020 Budget Summary Phase V

	2019 Forecast	2019 Budget	2020 Budget	Increase (Decrease)	% Change
Revenue:					
Rent - RGI	-	-	-	-	0.0%
Market tenant rent	-	-	-	-	0.0%
Commercial rent	151,942	162,529	555,315	392,786	241.7%
DNSSB subsidies:					
Operating	-	-	-	-	0.0%
Capital	-	-	-	-	0.0%
Grants	-	-	-	-	0.0%
Interest and other	8,223	7,000	6,658	(342)	-4.9%
	160,165	169,529	561,973	392,444	231.5%
Expenses:					
Salaries and benefits	33,719	-	57,969	57,969	0.0%
Municipal taxes	47,574	46,484	133,746	87,262	187.7%
Utilities	59,444	80,967	62,241	(18,726)	-23.1%
Maintenance, materials and services	64,860	71,466	110,311	38,845	54.4%
Capital operations	11,595	-	141,548	141,548	0.0%
Interest on long-term debt	4,600	-	-	-	0.0%
Long-term debt repayments	3,094	89,495	-	(89,495)	-100.0%
Administrative overhead	4,757	6,245	16,931	10,686	171.1%
Insurance	1,795	15,982	9,530	(6,452)	-40.4%
Interest and bank charges	56	-	-	-	0.0%
Bad debts and collection costs	-	-	-	-	0.0%
Administrative allocation	-	-	(30,078)	(30,078)	0.0%
Amortization	-	-	-	-	0.0%
	231,494	310,639	502,198	191,559	61.7%
Excess (deficiency) of revenue over expenses	(71,329)	(141,110)	59,775	200,885	-142.4%
Transfer to capital replacement reserve	-	-	(59,775)	(59,775)	0.0%
Transfer from capital replacement reserve	-	-	-	-	0.0%
Net surplus (deficit)	(71,329)	(141,110)	-	141,110	-100.0%

Appendix J

2020 Proposed Budget

Phase V

Multiple Commercial Buildings

Categories

A = Life Safety

B = Structural Integrity

C = Legislative Requirements

D = Building Functionality

E = Cost Effective Upgrades

Address	Building Element	Description	Category	Estimated Cost
133 Main Street	Roofing	Install guard rails on roof	C	12,000
133 Main Street	E1010 - Commercial Equipment	Install a new TV in interview room, for meetings including all necessary wiring and brackets	D	6,000
133 Main Street	Unforeseen Spending	Emergency Work	D	5,000
		Total for 133 Main Street		23,000
1040 Brookes	Sanitary Systems	Sanitary sewer (Underground), east & west end section	D	72,000
1040 Brookes	Sanitary Systems	Storm drainage piping	D	24,500
1040 Brookes	Unforeseen Spending	Emergency Work	D	10,000
		Total for 1040 Brookes		106,500
6 Galeairy Road, Whitney	Plumbing Systems	Uwater Treatment - UV System and Filter	A	4,600
6 Galeairy Road, Whitney	Unforeseen Spending	Emergency Work	D	5,000
		Total for 6 Galeairy Road, Whitney		9,600
		Total for Phase V before HST		139,100
		HST (non-recoverable portion)		2,448
		Total		141,548

Appendix K

Nipissing District Housing Corporation (Housing Operations) 2020 Budget Summary Consolidated

	2019 Forecast	2019 Budget	2020 Budget	Increase (Decrease)	% Change
Revenue:					
Rent - RGI	3,135,021	2,889,909	2,992,315	102,406	3.5%
Market tenant rent	1,221,588	1,261,306	1,281,414	20,108	1.6%
Commercial rent	151,942	162,529	555,315	392,786	241.7%
DNSSB subsidies:					
Operating	3,783,761	3,783,765	3,717,460	(66,305)	-1.8%
Capital	798,719	981,740	1,067,828	86,088	8.8%
Grants	-	-	187,239	187,239	0.0%
Interest and other	148,293	143,910	98,446	(45,464)	-31.6%
	9,239,324	9,223,159	9,900,017	676,858	7.3%
Expenses:					
Salaries and benefits	1,807,562	1,823,388	1,967,187	143,799	7.9%
Municipal taxes	1,415,464	1,561,354	1,519,809	(41,545)	-2.7%
Utilities	1,153,734	1,286,344	1,238,944	(47,400)	-3.7%
Maintenance, materials and services	1,294,643	1,377,651	1,522,787	145,136	10.5%
Capital operations	940,670	1,229,373	1,724,690	495,317	40.3%
Interest on long-term debt	185,196	-	142,665	142,665	0.0%
Long-term debt repayments	1,576,365	1,241,589	936,873	(304,716)	-24.5%
Administrative overhead	187,670	245,656	306,971	61,315	25.0%
Insurance	208,343	230,848	216,466	(14,382)	-6.2%
Interest and bank charges	10,564	-	2,398	2,398	0.0%
Bad debts and collection costs	(1,172)	56,597	56,769	172	0.3%
Administrative allocation	240,000	240,000	240,000	-	0.0%
Amortization	-	-	-	-	0.0%
	9,019,039	9,292,800	9,875,559	582,759	6.3%
Excess (deficiency) of revenue over expenses	220,285	(69,641)	24,458	94,099	-135.1%
Transfer to capital replacement reserve	-	(319,102)	(352,533)	(33,431)	10.5%
Transfer from capital replacement reserve	-	247,633	328,075	80,442	32.5%
Net surplus (deficit)	220,285	(141,110)	-	141,110	-100.0%



BRIEFING NOTE

HS02-20

For Information or For Decision or For Approval

Date: January 15, 2020

Purpose: Transfer of 416 Lakeshore Drive, North Bay, ON – Canada-Ontario Affordable Housing Program Extension (2009) Project

Prepared by: Stacey Cyopeck, Manager, Housing Programs
Tyler Venable, Supervisor, Housing Programs

Reviewed by: Melanie Shaye, Director of Corporate Services

Recommendation:

That the District of Nipissing Social Services Administration Board (DNSSAB) receive for information report HS02-20 regarding the transfer of the Canada-Ontario Affordable Housing Program (AHP) project located at 416 Lakeshore Drive in North Bay.

Background:

On November 5th, 2009, the Province and the Canadian Mental Health Association – Nipissing Regional Branch (CMHA) entered into a Contribution Agreement for an affordable housing project located at 416 Lakeshore Drive in North Bay, ON. This project offers twenty individualized, self-contained units while also providing communal areas and activities that create social opportunities and lessen the potential for isolation and loneliness for adults living with mental illness and addictions. The AHP funding provided for this project totaled \$1,300,000. This amount will be fully forgiven at the termination of the 20-year agreement on December 31, 2029.

CMHA will no longer be able to own and operate the 416 Lakeshore project as they will be dissolving effective January 5th, 2020. At this time, the services offered by CMHA will be transferred to Nipissing Mental Health Housing and Support Services (NMHHSS). NMHHSS is a well-respected organization that specializes in support services for people with mental illness. A component of the services offered by NMHHSS is to provide affordable housing with integrated mental health support services. Presently, NMHHSS owns and operates six buildings located across the City of North Bay with a combined total of 103 units (1 to 3 bedrooms). In addition to the services offered by CMHA, the 416 Lakeshore affordable housing project is also being put forward for transfer to NMHHSS.

Report:

As the Service Manager for the District of Nipissing, the DNSSAB has facilitated the transfer of the affordable housing project. In order to assess the proposed transfer, the DNSSAB has asked the parties involved to provide specific documentation for review.

Additionally, the DNSSAB also facilitated the transfer of the existing Municipal Housing Facilities Agreement for this project. This Agreement was between the City of North Bay, CMHA and the DNSSAB. On December 10th, 2019, the City of North Bay Council approved the transfer of the Municipal Housing Facilities Agreement from CMHA to NMHHSS.

Based on the DNSSAB's review of the documents provided along with the recent approval for the transfer of the Municipal Housing Facilities Agreement, the DNSSAB provided its recommendation to the Ministry of Municipal Affairs and Housing on December 20th, 2019. Ultimately, NMHHSS is a highly regarded community organization that currently specializes in housing and support services, which mirrors the housing and supports provided by CMHA at 416 Lakeshore Drive. Moreover, NMHHSS has an existing relationship with the DNSSAB and has been extremely cooperative throughout the transfer. In summary, in order to continue to provide the level of care and affordability at 416 Lakeshore Drive, NMHHSS is truly the ideal organization to transfer the project to.

Resources Required:

This transfer will not require any additional funding by the DNSSAB. The funds associated with this affordable housing project have already been disbursed and expensed in order to develop the project in 2009.

Risk Identification and Mitigation:

The most noteworthy risk facing the DNSSAB will be if the Ministry chooses to deny the transfer of the project. At that point, the Ministry may decide to withdraw the AHP funding provided by calling in the mortgage on title for the remainder of the AHP funding. This would be highly unlikely given that NMHHSS is a well-regarded agency in the community, and the DNSSAB has exercised due diligence in completing a thorough review and submitting all the required documentation to the Ministry.

Conclusion:

The District's affordable housing stock is immensely valuable as it provides much needed affordable market housing for citizens. As such, it is crucial to ensure that the 416 Lakeshore Drive project be transferred to an organization like NMHHSS that can continue to provide the affordability and supports to the project's current and future tenants.



BRIEFING NOTE

HS03-20

For Information or For Decision or For Approval

Date: January 15, 2020

Purpose: Reaching Home: Community Plan

Prepared by: Stacey Cyopeck, Manager, Housing Programs
Tyler Venable, Supervisor, Housing Programs

Reviewed by: Melanie Shaye, Director of Corporate Services

Recommendation:

That the District of Nipissing Social Services Administration Board (DNSSAB) receive information related to the amended Reaching Home – Community Plan, for the District of Nipissing and as set out in report HS03-20.

Background:

Under Reaching Home: Canada's Homelessness Strategy, Designated Communities are required to develop a Community Plan that describes their investment plans. The Community Entity (CE) is specifically responsible for the development of the Community Plan. In the development of the plan, the CE in collaboration with the Community Advisory Board (CAB), must engage with Indigenous organizations and community stakeholders.

The outline of the plan includes the following six sections:

1. Engagement
 - a. Explanation of the engagement of a broad spectrum of community stakeholders to understand the needs of the homelessness sector and to inform local priorities.
2. Investment Plan
 - a. Outlines the projected allocation of Reaching Home funding from 2019-20 to 2023-24 in five investment areas.
3. Cost-Matching Requirement
 - a. Specifies how Reaching Home funds will be leveraged to cost-match the Reaching Home funding. Leveraged funding is required to be used for activities that prevent and reduce homelessness.

4. Coordinated Access
 - a. Details of the implementation plan for a coordinated access system by April 1st, 2022.
5. Community-Wide Outcomes
 - a. Description of any additional outcomes beyond the federally mandated outcomes. Along with the additional outcomes, indicators, targets and a methodology must be provided.
6. Official Language Minority Communities
 - a. Outlines the steps taken to ensure that the services funded under Reaching Home take into account the needs of Official Language Minority Communities.

Report:

In October, the DNSSAB submitted the CAB and Board approved Community Plan to the Federal Government. Upon the government's review, revisions were required in order for the plan to receive final approval. The required revisions are listed below.

Coordinated Access

Revision: The answer should be expanded and give a description of how Indigenous Organizations have been engaged, or how they will be meaningfully engaged on the development and implementation of Coordinated Access.

The amended plan now lists the organizations that are a part of the HIFIS 4.0 implementation committee. Specifically, those organizations include Crisis Centre North Bay, Low Income People Involvement of Nipissing, North Bay Indigenous Friendship Centre, and DNSSAB – CHPI Client Benefit Program.

Community-Wide Outcomes

Revision: For Core Outcome No. 2, priority populations must be included and Indigenous homelessness must be indicated – as per the Reaching Home Directive on Planning and Public Reporting.

In conjunction with the CAB, Core Outcome No. 2 now lists the following priority populations:

- Individuals who identify as Indigenous;
- Youth;
- Individuals affected by mental health and addictions; and
- Individuals with income security challenges.

Official Language Minority Communities (OLMC)

Revision: The answer should be expanded so that it is clear to the public how they will meet each of the OLMC requirements of their contribution agreement.

The amended plan now explains precisely the language standards for organizations accessing Reaching Home funding. Service providers must:

- a) make Project-related documentation and announcements available in both official languages;
- b) actively offer Project-related services in both official languages;
- c) encourage members of both official language communities to participate in the Project; and
- d) provide its services, where appropriate, in such a manner as to address the needs of both official language communities.

Resources Required:

Reaching Home is entirely funded by the federal government, and therefore does not currently require any municipal funding. As noted above, the DNSSAB intends to use the 15% maximum annually for Administration Fees for the administration of both the Reaching Home and Community Capacity and Innovation programs.

Risk Identification and Mitigation:

The Community Plan is the integral guiding document for the Reaching Home program, therefore it was essential that the revisions required by the government were corrected in a timely fashion. Only after the Community Plan is approved by the government can the DNSSAB and the CAB move forward on the Request for Proposals (RFP) process for the upcoming fiscal year.