

**KINGSTON MODEL  
FOR  
AFFORDABLE HOUSING DEVELOPMENT**

**Minutes**

**START-UP MEETING  
MONDAY, AUGUST 16, 2004  
at  
KFL&A Health Unit  
221 Portsmouth Ave., Kingston  
1:00 – 3:00 p.m.**

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**Present:**

- SHS Inc.: Ed Starr, Christine Pacini
- City of Kingston: Greg Grange, Mila Kolokolnikova,
- Community Champions: Jay Abramsky, Dave Jackson
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**Regrets:** Cherie Mills

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**1. Introduction and General Project Administration**

Greg Grange opened the meeting with introduction of SHS Inc., Social Housing Strategists (SHS), a consulting firm selected for developing the Kingston Model, and members of the Technical Resource Team.

Addressing administrative set up of the project, Greg Grange stated that the Manager of the Housing Division would be responsible for general project management. All project related requests and inquiries should be forwarded to Mila Kolokolnikova, Supervisor of Programs Policy and Research, as the Project lead. Financial reporting outlining work completed, i.e. monthly invoices, should be forwarded to Lawrence Cleary, Supervisor of Finance, on a monthly basis.

**2. Review of the Project Objectives and Anticipated Outcomes**

Mila Kolokolnikova reviewed the project objectives and anticipated outcomes as being stated in the project terms of reference. Local factors to be considered in the process of developing the Kingston model were identified. The supply-oriented solutions, regulatory and financial tools to encourage affordable housing development by private and non-profit developers were emphasized as the project outcomes along with practical recommendations for a potential pilot project.

It was understood that SHS consultants would identify a specific site (or sites) for a pilot project if they happened to come across one during their consultations. They would identify locational and other project specifics (for example, 40-unit, wood frame construction, located in downtown core) for a pilot project as one of the outcomes of the study.

Considering strict timelines, project milestones and deliverables were reviewed referring to the RFP schedule.

### 3. Work Plan Details

Work plan details were reviewed in details based on a cross reference of the RFP project timelines and the SHS project schedule, which included three phases: (1) Confirming Continuum of Housing Needs, (2) Developing the Kingston Model, (3) Delivering the Final Report.

As a result, the following reporting schedule was confirmed:

- Progress report to be delivered by September 13<sup>th</sup>, 2004
- The first interim report on November 1, 2004
- The second interim to be provided on December 10<sup>th</sup>
- Final report to be submitted on January 31<sup>st</sup>, 2005 with further presentation to Council.

Dave Jackson suggested posting on-line all interim reports submitted to the Technical Resource team to make them accessible for a wider audience.

Discussing the Phase I tasks, Ed Starr and Christine Pacini suggested conducting a brainstorming session with stakeholders addressing community needs on September 9<sup>th</sup>, 2004. Questions and a letter to stakeholders will be prepared by Christine Pacini and to be distributed by the Housing Division

Ed Starr and Christine Pacini proposed holding a resource team meeting following the morning session on Community needs.

During the Phase II, consultants suggested communicating to the Resource Team members depending on the area of expertise via e-mail. Resource team members agreed.

Referring to the proposed project schedule in the RFP, consultants suggested a consultation meeting two weeks prior the Affordable Housing Forum on October 7<sup>th</sup>.

The following technical consultation schedule was confirmed unanimously:

- Phase One: Confirming Continuum of Housing Needs on September 9<sup>th</sup>, 2 pm
- Phase Two: Developing Kingston Model on September 21<sup>st</sup>, 9 am, Affordable Housing Forum Consultation
- Phase Two: Developing Kingston Model : on-line consultation by area of expertise
- Phase Two: Developing Kingston Model on November 9<sup>th</sup>, 10 am - Interim Report review
- Phase Three: Delivering the Final Report on December 17<sup>th</sup> 10 am. It is anticipated that Report to be provided by December 10<sup>th</sup> for a detailed review by the technical resource team members to provide feedback.

Location of the technical consultation meetings will be determined and communicated at a later date.

Dave Jackson addressed challenges of developing the Kingston Model. Jay Abramsky emphasized innovative approach in preparing recommendations, thinking “out of the box”.

It was noted the Housing Division intends to purchase new software Community Viz to visualize the Kingston Model project specific proposals for the purpose of the final presentation

#### **4. Public Consultation Framework and Participation in the Affordable Housing Forum**

Addressing public consultation framework in general and participation in the upcoming Affordable Housing Forum specifically, the third draft of the Forum program was provided as a hand-out. It was noted that the Forum Flyer is available at the Housing Division website. The contents of the Kingston Model presentation at the forum to confirmed at the September meeting.

#### **5. Background Information**

Mila Kolokolnikova provided a Reference List for the Kingston Model with itemized background information (relevant municipal By-laws, Reports to Council, on going municipal projects, studies, research materials, maps, and data sets. All listed documents were reviewed and requested by Christine Pacini. Additional request was for the City of Kingston Land Banking report. Materials are to be forwarded to Spenser Ferdinands, a Research Analyst with SHS.

#### **6. Administrative set up of the Project**

Technical Resource Team contact list was provided.

#### **7. Q-A**

Questions from consultants were related to the availability of statistical data, data from the health unit, the context of the Service Manager Housing Statement, whether or not affordable housing ownership should be addressed.

Meeting adjourned at 3 pm.