

Affordable Housing Action Committee

Services Sub-Committee Annual Report May 13, 2011

The following is a report of the Service Committee's activities in 2010 and to date.

The Service Committee's primary focus in 2010, and continuing to the present time, has been to conduct a study on property standards enforcement for rental housing in the City of Peterborough. The objective of this study is to determine if there are ways to improve the enforcement of the existing municipal property standards bylaw and fire and health regulations in order to ensure that rental units in the City are provided and maintained in a good state of repair, fit for habitation and in compliance with maintenance standards.

In order to accomplish this objective the Service Committee:

- Submitted a project outline to AHAC for approval;
- Obtained a funding commitment from the Mayor;
- Established the Property Standards Working Group (PSWG), chaired by Rosemary O'Donnell;
- Jan/Feb 2010 – sent out letters inviting key informants to join the PSWG to work on this project;
- April 2010: PSWG (including representatives from the Health Unit, the Building Dept., the Fire Department, a local landlord and community representatives) meet to discuss and RFP to hire a consultant to conduct the study;
- June 2010: first draft of RFP prepared for review by the PSWG;
- July 2010 : PSWG met with an epidemiologist from the Health Unit regarding research techniques, reviews statistics from the Fire Department regarding fire regulation enforcement;
- October 2010: revised draft submitted to Mayor Ayotte for approval;
- Nov/Dec/Jan 2011: draft RFP reviewed by various city departments including Housing, Building and Legal;
- April 2011; Project Steering Committee created to oversee the RFP process. Terms of Reference drafted;
- May 2011: RFP finalized;
- May 2011: final draft of RFP circulated to PSWG for approval;
- Timelines for completion of the study:
 - RFP to be referred to Purchasing for issuance: June 1, 2011
 - RFP closing: 6 weeks after issuance
 - Award of RFP: 3 weeks after closing
 - Draft Report to Project Steering Committee: Sept 2011
 - Presentation of Final Report to AHAC: Oct/Nov 2011
 - Subsequent presentations as required.

Melinda Rees, Chair, Services Sub-Committee