

SPRING EDITION – 2011



## Kingston & Frontenac Housing Corporation Newsletter

119 Van Order Drive, Kingston ON, K7M 1B9  
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[www.kfhc.ca](http://www.kfhc.ca)



### **In this issue**

- Maintenance Department Changes
- Meet our Board
- Department Information

### **Holiday Closures**

April 22, 2011  
Good Friday – Closed

April 25, 2011  
Easter Monday – Closed

May 23, 2011  
Victoria Day – Closed

July 1, 2011  
Canada Day – Closed

### **New Office Hours**

8:15-4:15 now open during the lunch hour

## **Our New VISION, MISSION and VALUES**

**Vision** – “Kingston & Frontenac Housing Corporation will be an active leader in housing by fostering informed, engaged tenants and communities”

**Mission** – “We will provide quality affordable housing, advocate for strong communities and demonstrate respect for all”

### **Values** –

- Building trust, demonstrating integrity and showing respect for everyone
- Transparency and accountability in all of our dealings
- Teamwork by working together as an organization with tenants, partners and the larger community
- Diversity within our community and our organization
- Innovation in solutions for housing

## **IMPORTANT NOTICE**

Starting April 1<sup>st</sup>, 2011, please dial extension 106 to speak with Dawn for **ALL maintenance phone calls.**

**2011 Board of Directors**

- Ms. Linda Wood, Chair
- Ms. Dorothy Hector, Vice Chair
- Mr. Gerard Hunt
- Ms. Liz Schell
- Ms. Dianna Teeple
- Mr. Bill Glover
- Ms. Karen Humphreys Blake
- Mr. Geoff Heminsley
- Ms. Beth Moore



**MEET OUR BOARD**



**Liz Schell**

Liz Schell was elected to represent Portsmouth district on Oct. 25, 2010.

During her early years, Schell's family lived on various military bases in Ontario. After 1960, Kingston became her permanent home.

Schell is a retired Certified Management Accountant and worked many years for a design/renovation company that specialized in restoring and upgrading limestone houses.

Her recent and current volunteer positions include: Portsmouth District Association as Political Liaison; President of the Eastern Ontario Drama League; past President and current Treasurer of Domino Theatre Inc.; Board member, Kingston Arts Council; Member, City of Kingston Arts Advisory Committee; and canvasser for the Heart and Stroke Foundation and the Canadian Cancer Society .

Schell is a part-time artist, working with wood and acrylics to create whimsical, colourful boxes. She shows them at the Women's Art Festival, various studio tours and at other opportunities as they arise.

She also works at Domino Theatre as a producer, set designer, furniture renovator/restorer and director. Schell enjoys live performances of all kinds and Kingston's wealth of talent.

**Beth C. Moore**

Beth was born in Nova Scotia and came to live in Kingston in 1970. She has two grown children and two grandchildren who were born in Kingston.

Moore is a tenant of KFHC and a person living with several disabilities. This has provided her with the insight into the unique situations that tenants encounter in their daily lives. She has special interest in affordable housing, tenant partnerships, disability, and accessibility. She

has a history in participating as a tenant in KFHC projects. Recently, she coordinated the production of a cookbook that was successful in raising funds for the community gardens at Van Order Place.

She is a graduate of St. Lawrence College, having received diplomas in Business Administration- Human Resources, Occupational Health Nursing and Nursing as a Practical Nursing Assistant.

In the past, she has been an active member of the Boards and advisory committees of several non-profit agencies that accommodate the needs of people with disabilities. She has researched, planned and presented many community and health care presentations for schools, universities, organizations and a provincial council, planned conferences written many articles and edited and published a newsletter.

## From the Property Management Department

### HOUSEHOLD CHANGES:

Have there been any changes in your income source or the amount? Did someone move in or out of your unit?

Remember the 10 DAY RULE – you must report all income changes in writing within 10 days or risk losing your rent subsidy. A change form can be obtained in our office or on our website.

You must apply to have someone added to your lease prior to them moving in. Any changes in the number of persons living in your unit must also be reported within 10 days. Please don't wait until you are facing an arrears situation. Household Composition forms and Request to add a household member forms are also available in the office or on our website.

### APPOINTMENTS

If possible please make an appointment with the person you wish to see.

### WILL YOUR CAR BE TOWED? KFHC PARKING POLICY

**If you are a tenant, you MUST have a KFHC parking sticker to park at any of our buildings.** To obtain a sticker please come into our office at 119 Van Order Drive with a copy of your driver's license, proof of ownership and insurance.

Do not park in visitor's parking for an extended period of time.

Your vehicle cannot be in a NO PARKING ZONE

Your vehicle must be roadworthy to park in any KFHC parking lot.

Vehicles parked on grass or lawns will be towed.

**Failure to comply with the parking policy will result in your vehicle being towed at your expense!**

## FROM ADMINISTRATION AND FINANCE DEPARTMENT

### TAX RECEIPTS

#### April 30<sup>th</sup> 2011– Income tax Deadline

Do you need a rent receipt to file your return? You must come into the office with photo ID and pick it up in person. For any other questions please call Heather at extension 101.

### INCOME TAX FREE SERVICES

The Volunteer Information Centre is running an income tax clinic. This service is FREE to individuals with an income less than \$25,000 or family income less \$35,000.

The clinic will be held at Salvation Army - 342 Patrick St. by appointment only.

Call 613-507-4151 for more details regarding eligibility or to book your appointment.

Did you know that KFHC accepts rent payments in the following ways?

- ✓ CASH/CHEQUE/INTERAC: 119 Van Order Drive
- ✓ OW and ODSP PAY DIRECT: complete the pay direct form available at the office
- ✓ CHEQUES can be mailed to our office or placed in our night box
- ✓ ONLINE BANKING: from your bank's website (call us for your account number)
- ✓ TELEPHONE BANKING: on the telephone through your bank
- ✓ PRE-AUTHORIZED PAYMENTS: Get more details from Heather our Finance Assistant.

## From the Technical Department

### SPRING CLEANING

It's that time of year!!! If you have any large items to dispose of, you can call: **Glen Bates** (613) 544-2100 For a small fee your unwanted articles can be discarded. It is illegal to place items at the curb.

### WATER LEAKS

Please report water leaks to Dawn at extension 106 as soon as they happen. This will help prevent major flooding and mould.

### SMOKE DETECTORS

Remember to check your smoke Detector!! It is a serious offence to disconnect a smoke detector and subject to a fine by the Kingston Fire Department.

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## From the Applicant/Tenant Services Coordinators




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*"Kingston & Frontenac Housing Corporation will be an active leader in housing by fostering informed, engaged tenants and communities."*

### Please watch your mail boxes for flyers announcing the following:

April 15<sup>th</sup>, 2011 – Community Clean Up and BBQ – All North End  
 May 6<sup>th</sup>, 2011 – Community Clean Up and BBQ– West End  
 May, 2011 – Communities in Bloom kick off – BBQ's will be hosted  
 June, 2011 – Strawberry Socials in all adult buildings  
 July 14<sup>th</sup>, 2011 – Calypso Water Park (bus sponsored by KFHC)

## Municipal Fee Assistance Program

The Subsidy Program for Affordable Recreation in Kingston (**SPARK**) will allow eligible Kingstonians of all ages reduced-cost access to municipally-run recreation and leisure programs.

Positive Recreational Opportunities for Kids (**P.R.O. Kids**) offers Kingston children and youth a chance to participate in a variety of community recreational programs (not just those run by the City) at lower cost.

**The Affordable Transit Pass:** You may qualify for a renewable reduced-cost monthly transit pass with up to 32 per cent discount.

TO APPLY:

Application forms for the above are available at:

[www.cityofkingston.ca/fee-assistance](http://www.cityofkingston.ca/fee-assistance)

City Hall • INVISTA Centre

Community and Family Services, 362 Montreal St.

Wally Elmer Neighbourhood Centre

Artillery Park Aquatic and Fitness Centre

Kingston Frontenac Public Libraries

Call 613-546-2695, ext. 4906 for an appointment. Applications must be submitted in person during the scheduled appointment. You must bring proof of identity and income to your appointment. You will find out the level of assistance for which you and your family members are eligible on-the-spot when your application is reviewed.

## Recreation and Leisure Showcase

Discover something you will love to do this spring and summer. Come out and see 80 exhibitors show you how to get fit, have fun, stay active, learn a new sport, take art lessons, you name it! Register, view demonstrations, and try activities. Admission is free.

Saturday April 2<sup>nd</sup>, 2011

Portsmouth Olympic Harbour, 53 Yonge St

9 a.m. to 3 p.m.

## The Seniors Association presents



Fun, Fitness & Friends

May 11&12

9:00am – 5:00pm

St. Lawrence College

Exhibits, Keynote speakers, Displays

\$5 Passports available starting April 15<sup>th</sup> at the Seniors Centre or at the door (includes raffle entry)



## KFHC

119 Van Order Dr  
Kingston, ON  
K7M 1B9

PHONE:  
613-546-5591

FAX:  
613-546-9375

E-MAIL:  
kfhcreceptionist@kfhc.ca



We're on the Web!

See us at:

[www.kfhc.ca](http://www.kfhc.ca)

## Kingston & Frontenac Housing Corporation Staff Phone Extension List

### Property Management

**Patricia Price – 118 – Property Manager**

**Jody Riddle – 117 – Property Manager**

**Wendy Sproule – 107 – Property Management Assistant**

**Jennifer Townsend – 108 – Property Management Assistant**

### Technical Service Department

**Scott VanderSchoor – 110 – Technical Services Manager**

**Dave Sulpher – 109 – Technical Services Supervisor**

**Mike Hobbs – 130 – Technical Services Supervisor**

**Dawn Makpah – 106 – Technical Services Assistant**

**Mary Clair – 115 – Technical Services Assistant**

### Applicant Tenants Support

**Anabel Almeida – 123 – Applicant/Tenant Services**

**Mary-Louise Heroux – 116 – Applicant/Tenant Services Coordinator**

### Finance

**Dan Song – 103 – Finance and Administration Manager**

**Kathy Asselstine – 102 – Financial Services Supervisor**

**Heather Maxwell – 101 – Financial Assistant**

### Administration

**Mary Lynn Cousins Brame – 113 – Chief Executive Officer**

**Pam Cook – 120 – Executive Assistant**

**Kelley Sarris – 0 – Receptionist**

## We are pleased to announce our New Development

In January of this year Kingston & Frontenac Housing Corporation received full approval from the City to build a 27 unit senior's residence at 233 Queen Mary Road. This affordable housing development is considered a sister building to 129 Van Order Drive and will feature barrier free design, ample closet space, efficient floor plans, grab bars in the bathrooms, a community room, outdoor parking and worry free indoor and outdoor maintenance. All tenants and occupants must be in their sixty-fifth (65<sup>th</sup>) year. We are anticipating occupancy for the summer of 2012. For more information contact Patricia Price at 613 546-5591 extension 118 or Mary Louise Heroux at extension 116. We are now accepting applications which can be obtained in our office or online at [www.kfhc.ca](http://www.kfhc.ca).

