

The Corporation of the City Of Kenora

By-Law Number 109 - 2012

A By-Law to Establish Terms of Reference for the City of Kenora Non-Profit Housing Review Committee

Whereas Section 11(1)5 of the Municipal Act, 2001, as amended, authorizes a municipality to enact by-laws respecting matters within the spheres of jurisdiction; and

Whereas the City of Kenora deems it necessary to establish a Committee of Council in order to undertake a review of the Kenora and Keewatin Non-Profit Housing Corporations, to be known as the Non-Profit Housing Review Committee and to develop a Terms of Reference for this purpose;

Now Therefore the Council of the Corporation of the City of Kenora hereby enacts as follows:

1. **That** Council of the Corporation of the City of Kenora hereby establishes and adopts the Terms of Reference for the Non-Profit Housing Review Committee as attached hereto as Schedule "A".
2. **That** this by-law shall come into force and be in effect from and after the final passing thereof.

By-law read a First and Second Time this 22 day of October, 2012

By-law read a Third and Final Time this 22 day of October, 2012

The Corporation of the City of Kenora:-

David S. Canfield, Mayor

Joanne L. McMillin, City Clerk

Schedule "A"
to By-law Number 109-2012

Corporation of the City of Kenora

Terms of Reference

Non Profit Housing Review Committee

Purpose:

At the September 17, 2012 Council meeting, Council approved the establishment of a Non Profit Housing Review Committee and gave direction for this Committee to perform a review of the two existing municipal non-profit housing corporation operations, including opportunities for streamlining of operations and cost savings related to a potential amalgamation of either the existing Corporations, the existing Boards, or both.

The name of the Committee shall be known as the "**Non Profit Housing Review Committee**" hereafter referred to in this document as "the Committee".

Committee Membership:

The Committee shall be appointed by resolution of Council and shall consist of a total of seven members, selected as follows:

- Councillor Louis Roussin, Council Representative on the Kenora Municipal Non Profit Housing Corporation Board
- Councillor Sharon Smith, Council Representative on the Keewatin Municipal Non Profit Housing Corporation Board
- Two Board Members from the existing Kenora Non Profit Housing Board, as selected by that Board
- Two Board Members from the existing Keewatin Non Profit Housing Board, as selected by that Board
- One member of the public, independent of either of the two existing Non Profit Housing Boards

Committee membership shall be restricted to members who:

- Are not residents of any facility managed by either of the existing Non Profit Housing Boards
- Have no affiliation with any employee, contract staff, or contracted services of either of the existing Non Profit Housing Boards

Charlotte Edie, Treasurer, shall act in the capacity as the Committee Project Manager and shall provide administrative support to the Committee.

Committee Chair:

The independent member of the public shall be the Chairperson, and in their absence the members of the Committee shall appoint an acting chairperson from among its members.

Meetings:

Meetings of this Committee shall be held at 8:00 a.m. in the Council Chambers at the call of the Chairperson or unless as otherwise determined by the Committee. The proceedings of this Committee shall be regulated in accordance with the City of Kenora Procedural Bylaw No. 200-2010.

Quorum:

At any meetings of the Committee, the presence of a majority of the members is necessary for a quorum and the transaction of business.

Reporting/Release of Information:

The Committee shall submit to Council its recommendations and such reports as may be required from time to time, as well as minutes and resolutions from meetings.

Committee reports, documents and other written materials will be the property of the City of Kenora and subject to the municipal policies governing public disclosure and the Municipal Freedom of Information Act.

The final report, including a recommendation to Council based on identified efficiencies and cost savings, on restructuring some or all of the two existing municipal non-profit housing corporations, their boards and operations shall be provided to Council from the Committee on or before April 30, 2013.

Scope of the Non Profit Housing Board Review:

The Committee shall undertake a review of the existing operations of the two existing Non Profit Housing Boards to determine opportunities for efficiencies and / or cost reductions that would result from a potential restructuring of the two existing non-profit housing corporations, their boards and operations. This review shall include, but not be limited to, reviewing opportunities related to:

- Streamlining existing operations, including property management fees and services provided under existing housing management contracts, building maintenance staff, other maintenance and service contracts, audit services, insurance services, software licensing and / or other general expenses related to the corporation operations;
- Streamlining Board administration, including potential savings related to board training, travel and / or other general administrative expenses related to the Board