



**May 6, 2013**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Charlotte Edie, Treasurer**

**RE: Non Profit Housing Review Committee Recommendation**

### **Recommendation:**

That as recommended by the Non Profit Housing Review Committee, the Council of the City of Kenora hereby authorizes the amalgamation of the Kenora Municipal Non Profit Housing Corporation and the Keewatin Municipal Non Profit Housing Corporation with the formation of a Transition Committee to facilitate the amalgamation process; and

That Council hereby directs the CAO to develop a terms of reference for the Non Profit Housing Transition Committee and bring the draft terms of reference, which will include direction for the amalgamation of the existing Corporations, forward for Council review and approval on or before the July 2013 Council meeting; and further

That a separate report with respect to the membership of the Non Profit Housing Transition Committee be prepared for consideration.

**Background:** At its October 2012 meeting Council approved the formation of a Non Profit Housing Review Committee to perform a review of the two existing municipal non profit housing corporations to a potential amalgamation of either the existing Corporations, the existing Boards, or both.

The Committee convened with the result being the two attachments to this report. Cost savings were identified and the committee voted to proceed with the amalgamation based on an estimated saving of \$22,204.96. Three clarifications are required with respect to the attachments:

- The insurance for 2012 for Keewatin was \$19,009.65 based on information provided by the property manager for Keewatin. Subsequent to the writing of the review committee report it was found that the 2013 insurance cost was \$11,594.46. With the new information the savings would be \$7,396.17. 2012 expenses were used in the analysis as this was the most recent full year of operations.
- The \$400 for OHPHA memberships was incurred by the Kenora property manager as opposed to the Kenora Municipal Non Profit Housing Corporation.
- The last sentence in the report should be clarified. It states that 'the auditing and property management services for at least the first year of the amalgamated entity

be awarded to the existing service providers'. This phrase was meant to mean one service provider for each type of service. Both Corporations were audited by the same audit firm therefore this firm would be retained. The property manager for one Corporation was not interested in providing services to an amalgamated entity at the time of writing the report therefore the recommendation referred to the other property management service provider.

Property management services were considered as part of the report. As mentioned one service provider was not interested in the amalgamated entity at the time. The other property manager indicated that they would be willing to provide a tender under the formal request for proposals process.

Subsequent to the Review Committee meeting and resulting recommendation, some additional information was provided by a member of the Review Committee. In addition, concerns were expressed that the Committee had not done an RFP specific to management services provision. This will require some further discussion at the Council level before approval of any recommendation, and Council may wish to amend the recommendation to account for these concerns. The recommendation being brought forward in this report is unchanged from that made by the Review Committee.

**Budget:** N/A

**Communication Plan/Notice By-law Requirements:**

The terms of reference will be provided to the various members of the review committee, as well as provided to both the Kenora and Keewatin Non Profit Housing Boards for their information.