



ACTION

Non-Profit Housing Review Committee Minutes

Tuesday, January 29, 2013

9:00 a.m.

City Hall Council Chambers

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- PRESENT:** Councillor Louis Roussin
Councillor Sharon Smith
Dean Barclay, Chair
Wendy Cuthbert (Kenora Board)
Jack Pearson (Keewatin Board)
Jerry Ortlieb (Keewatin Board)
Charlotte Edie, Treasurer
Karen Brown, CAO
Heather Lajeunesse, Administrative Assistant
- REGRETS:** Joan Schelske (Kenora Board)

Dean Barclay called the meeting to order at 9:00 a.m.

1. Welcome / Introductions

Committee members and staff introduced themselves.

2. Formation of Committee / Explanation of Terms of Reference

At the meeting Karen Brown provided the Terms of Reference for the Committee and the group took a moment to review. Karen gave an overview of the background stating that last fall under Council direction, after some inquiry as to why there are currently two boards, it was agreed that a committee would be set up to review and determine if there is opportunity for cost savings and streamlining of administration. She added that there has been some support for amalgamation but that there has also been some hesitance that there really will be a cost savings by doing so. The Committee will meet at beginning to determine steps and costs involved with amalgamation and will then provide staff with direction to research and review all costs. Once the information is available it will come back to the table for discussion. It is anticipated that it will take a couple of months to pull the information together for the report.

3. Steps Required to Determine Appropriateness of Amalgamation (eg. Determination of Costs, Best Practices, Potential Savings)

It was confirmed that the two boards do the same thing and were not reviewed upon amalgamation of the City as were other entities of duplication. It was deferred at the time and from there nothing further has happened. Costs determined include audits, banking, insurance and housing service providers. It was suggested that BDO be

asked for a quote on the audits as there may be an advantage for first year for the audit of amalgamation and then go to an RFP in future. It was agreed to maintain consistency, and that perhaps quotes could be provided for each of the items in order to compare what the cost savings may be. Costs can be determined through a full RFP but it may not be possible to gain enough information that way. The change in cost will be the amalgamation cost but all others can be determined through looking at each individually.

There was discussion of the differences in the property management aspect of the two boards. For example the Kenora Board has employees that do work (such as repairs) and Keewatin Board contracts out for this type of work. It was agreed that it is more difficult to compare the two boards in this aspect and suggested that an RFP for management services would make more sense in order to get an idea of the whole picture. It was mentioned that the insurance is tendered by the KDSB for the Keewatin Board and stated that this will be looked into for Kenora as there may be a savings for the one board. Other items to be included are the comparison of employees to managers, office rentals, software licensing, supplies and equipment, costs to prepare an apartment for the next tenant, WSIB, etc. It was suggested that it is key for committee members to go back to the managers and ask that they cooperate with the City staff in providing the information while they are doing this review in order to make it as fair as possible.

4. Determination of Costs - Requests for Proposals (audit, banking, management fees, other)

It was agreed that the RFP for property management services be advertised in the Kenora paper rather than sending it to a list of known companies. It was suggested to ask for an amalgamated quote for one Board as well as a single quote for each of the two Boards as it can be worthwhile in determining the true costs. It was agreed that when obtaining the quotes for the other items (insurance, banking) that the City will ask for an amalgamated quote as well as separate quotes for each Board. There was an inquiry about the expiration of the current terms for each board and was confirmed that both expire at the end of 2013 to allow the option for a start date for an amalgamated board of January 1, 2014.

Councillor Roussin updated the group on the Ministry of Municipal Affairs and Housing recent direction that all DSABs in Ontario are to have an operating and funding management plan in place for all social housing to be approved by January 1, 2014. DSABs will receive funding in order to get this in place and KDSB will have to have to submit one budget for all its nine components. It is anticipated that the funding will be less than in previous years. He advised the group to keep this in mind and shared that the KDSB are aware that this review is taking place. They are requesting that everyone review their housing needs, which is what this Committee is doing.

5. Focus of Next Meeting

It was agreed that the next meeting would be the bulk of a report summarizing all the information and that it may take some time to do this. It was agreed that property management costs will be determined through an RFP and the rest of the item costs will be determined by individual quotes from the existing providers. Charlotte will be the City staff member to compile the information and create the report. It was then agreed that there will be a short meeting by the Committee soon so that the RFP can be reviewed prior to publicly advertising. The Kenora and Keewatin Boards will provide Charlotte with copies of their previous RFPs for reference. Audited financial statements for 2012 are not yet available. There was a suggestion to include other communities in the RFP in to see if there can be more of a cost savings. It was mentioned that this is beyond the scope of what the Committee is trying to achieve and was suggested to start with the tender for

C Edie

this year and branch out further from there once more information is known.

6. Meeting Schedule / Next Meeting Date

The next meeting will be to review the RFP prior to advertising in the newspaper. Charlotte will call the next meeting for this. Karen added that once the RFP has been drafted it will be distributed prior to the meeting.

Meeting adjourned at 9:37 a.m.