

TOWN OF FORT FRANCES  
FORT FRANCES MUNICIPAL NON-PROFIT HOUSING

MINUTES

SESSION NO. # 1

March 16, 2017

The meeting of Fort Frances Municipal Non-Profit Housing Corporation of the Town of Fort Frances was held in the Committee Room - Civic Centre on March 16, 2017 from 11:45 a.m. to 12:33 p.m.

PRESENT: C. Mallory, Chair, W. Brunetta, G. McBride, D. McTaggart, L. Slomke, K. Lawson, D. Brown, CAO

ALSO PRESENT: F. Sinninghe, Financial Analyst; S. Weir, Integrated Services Manager (Housing), Rainy River District Social Services Administration Board.

REGRETS: A. Hallikas, D. Kitowski

**1. Call to Order - 11:45 a.m.**

- Charleen Mallory, Chair welcomed the committee's newest member, Mrs. Debbie McTaggart and thanked her for serving on the committee.

**2. Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting. None were identified.**

**3. Disclosure of pecuniary interest and the general nature thereof - None were identified.**

**4. Approval of Agenda**

4.1 Session No. 1 dated March 16, 2017.

01/2017 Brunetta-McTaggart: THAT the March 16th, 2017 Meeting Agenda as prepared be approved.

CARRIED

**5. Approval of Previous Minutes**

5.1 Session No. 4 - Annual General Meeting dated December 15th, 2016.

02/2017 Brunetta-McBride: THAT the minutes of the Annual General Meeting dated December 15th, 2016 be approved as distributed.

CARRIED

**6. New Business**

6.1 Tender 17-AF-01 - Full Property Management Services - Submission from RRDSSAB. Mr. Brown spoke gave an overview of the review for the submission from RRDSSAB and advised the increases included in the tender document were 6.3% for Year 1; 1.75% for Year 2; and 1.18% for Year 3. Sandra Weir provided the rationale for the yearly costing increases. She explained the template that Social Services uses when providing analysis costing on non-profit tender documents.

6.2 Draft Agreement - Full Property Management Services.

- Doug Brown spoke to the review of the current agreement and the appropriate changes made to include current legislation; and ability to extend the term of the agreement for an additional three (3) years upon successful negotiations by both parties. A formal agreement will be signed and forwarded to RRDSSAB for their execution.

03/2017 Brunetta-McBride: THAT based on a thorough review of the submission received for RFP 17-AF-01, the Board of the Fort Frances Municipal Non-Profit Housing Corporation awards the tender to the Rainy River District Social Services Administration

Board as the successful candidate for Property Management Services commencing April 1st, 2017 to March 31st, 2020 with an option to renew for three (3) additional years upon satisfactory negotiation by both parties and further that a formal agreement be brought forward for signing by the authorized signatories.

CARRIED

- 6.3 Current 4th Quarter Financials.  
-Fred Sinninghe presented the information from the November and December 31st, 2016 financial statements.

04/2017 McTaggart-Brunetta: THAT the financial statements for the months dated November 30th, 2016 and December 31st, 2016 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

**7. Standing Items**

- 7.1 Annual Meeting Template.

**8. Non-agenda Items**

- 9. **Adjourn / Next Meeting Date - June 15, 2017**  
The meeting closed *sine die* at 12:33 p.m. with the next scheduled meeting for June 15, 2017.

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President/Chairperson

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Secretary