

TOWN OF FORT FRANCES  
Fort Frances Municipal Non-Profit Housing  
Annual General Meeting

MINUTES

SESSION NO. # 4

December 13, 2018

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 December 13, 2018 from 12:00 Noon to 12:38 p.m.

PRESENT: C. Mallory, Chair; G. McBride, Councillor W. Brunetta, Councillor A. Hallikas, L. Slomke, Board Treasurer

ALSO PRESENT: S. Weir, Integrated Services Manager, RRDSSAB, F. Sinninghe, Financial Analyst, RRDSSAB, K. Lawson, Board Secretary

REGRETS: D. McTaggart

**1. Call to Order 12:00 Noon**

**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 identified.**

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

**4. ADOPTION OF AGENDA**

4.1 Annual General Meeting Agenda dated December 13, 2018.

21/18 Hallikas-Brunetta THAT the December 13th, 2018 Annual General Meeting agenda as prepared be approved.

CARRIED

**5. Approval of Previous Minutes**

5.1 Session No. 3 dated September 27, 2018.

22/18 Hallikas-Brunetta: THAT the minutes of the regular meeting dated September 27, 2018 be approved as distributed.

CARRIED

**6. Items Referred**

6.1 Issue Sheet - Investment Portfolio Rebalance - November 2018.

23/18 Brunetta-Hallikas: THAT the Issue Sheet dated November 2018 re: Investment Portfolio Rebalance from Wendy Tillbury, Finance Supervisor, RRDSSAB be received and the recommendation for the Fort Frances Municipal Non Profit Housing Corporation's rebalance of their investment asset mix as laid out in the report be approved.

CARRIED

**7. New Business**

7.1 Current 3rd Quarter Financial Statements:

i) September 2018 Fort Frances Municipal Non-Profit Housing Corporation Income Statement;

ii) Receivable Aging Report by Property as at September 30, 2018.  
and

i) October 2018 Fort Frances Municipal Non-Profit Housing Corporation Income

Statement;

ii) Receivable Aging Report by Property as at October 31, 2018

- 24/18 Hallikas-Brunetta: THAT the financial statements for the months dated September 30th, 2018 and October 31st, 2018 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

- 7.2 2019 Draft Capital Budget (to be distributed). Sandra provided an overview of the budget document.

- 25/18 Brunetta-Hallikas: THAT the 2019 Draft Capital Budget as prepared and distributed by the RRDSSAB be approved.

CARRIED

- 7.3 2019 Draft Capital Repairs (to be distributed). Sandra provided an overview of the budget document.

- 26/18 Hallikas-McBride: THAT the 2019 Draft Capital Repairs Report as prepared and distributed by RRDSSAB be approved.

CARRIED

- 7.4 Mortgage Renewal (2019) - No documents have been received to date. Sandra and Fred will follow up. As the time line is drawing close, it may be necessary to have verbal approval to sign the mortgage documents once reviewed by RRDSSAB Treasury and follow up with a housekeeping resolution.

- 7.5 Appointment of Auditors for Current Year.

- 27/18 Hallikas-McBride: THAT the Board of the Fort Frances Municipal Non-Profit Housing Corporation appoint BDO Canada LLP as auditors for the year ended 2018.

CARRIED

- 7.6 Appointment of Officers for Ensuing Year.

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Secretary

- 28/18 Brunetta-McBride: THAT the following board members of the Fort Frances Municipal Non-Profit Housing Corporation be appointed as officers for 2018:

President: Gordon McBride  
Vice President: Charleen Mallory  
Treasurer: Lisa Slomke  
Secretary: Kathy Lawson

CARRIED

## **8. Standing Items**

- 8.1 Agenda Template. - reviewed.

## **9. Non-agenda Items - none identified.**

## **10. Adjourn / Next Meeting Date - March 14, 2019**

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President / Chairperson

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Secretary