

TOWN OF FORT FRANCES

MINUTES

SESSION NO. 002

July 16, 2020

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 July 16, 2020 from Noon to 12:16 p.m. and virtually for members off-site Roll call was completed by K.M. Lawson, Board Secretary to confirm all attendees.

PRESENT: G. McBride, Chair, D. McTaggart, C. Mallory, C. Gray, Councillor W. Brunetta, Councillor A. Hallikas

ALSO PRESENT: R. Gustafson, Mgr. A&A, BDO Canada LLP, K. Lawson, Board Secretary

REGRETS: G. Beadle, S. Weir, Integrated Services Manager - Housing, RRDSSAB (technical difficulties) and F. Sinninghe, Financial Analyst, RRFDC

1. Call to Order - Noon

2. Approval of Agenda as presented.

2.1 Session No. 2 dated July 16, 2020.

6/20 Gray-McTaggart: THAT the July 16, 2020 agenda as prepared be approved.

CARRIED

3. Disclosure of pecuniary interest and the general nature thereof - No matters identified

4. New Business

4.1 Presentation from BDO Canada LLP - Fort Frances Non-Profit Housing Corporation - Audited Financial Statements for the year ended December 31, 2019.
- Rebecca Gustafson, CPA, CA - Manager A&A was in attendance to provide an overview of the Audited Financial Statements as prepared by BDO Canada LLP.

7/20 McTaggart-Gray: THAT the presentation of the Frances Municipal Non-Profit Housing Corporation Draft 2019 Audited Financial Statements by BDO Canada LLP be received.

CARRIED

8/20 Gray-McTaggart: THAT the Fort Frances Municipal Non-Profit Housing Corporation Draft Consolidated Financial Statements for the year ended December 31, 2019 as prepared by BDO Canada LLP be hereby approved.

CARRIED

9/20 McTaggart-Gray: THAT the following documentation arising from the presentation of the 2019 Audited Financial Statements be hereby approved for execution by the Fort Frances Non-Profit Housing Corporation Board:

- Audited Financial statements - 2 signatures
- Engagement Letter - 1 signature
- Representation Letter - 2 signatures
- Adjusting journal entries - 1 signature
- Corporate Tax Return & NPO Return - 1 signature
- Annual Information Return (AIR) - 2 signatures
- AIR Page A2 - 1 signature
- AIR Engagement Letter - 1 signature
- AIR Representation Letter - 2 signatures
- AIR Specified Procedures Report - 1 signature

CARRIED

5. **Standing Items**

5.1 Agenda Template. - received as information.

6. **Adjourn / Next Meeting Date - September 17, 2020**

The meeting was adjourned *sine die* at 12:16 p.m.

President / Chairperson

Secretary