

FORT FRANCES MUNICIPAL NON-PROFIT HOUSING CORPORATION
Regular Meeting – November 12, 2015

A regular meeting of the Board of Directors of the Municipal Non-Profit Housing Corporation was held in the Committee Room of the Civic Centre on November 12, 2015 at 11:30 a.m.

Members present: Wendy Brunetta, Andrew Hallikas, Doug Kitowski, Charleen Mallory, Gord McBride

Members absent: Nick Wihnan

Others Present: Mark McCaig, Elizabeth Slomke, Kathy Lawson, Sandra Weir, RRDSSAB

1. **Call to Order** – The Vice-Chair called the meeting to order at 11:40 a.m. with quorum present.

2. **Non – Agenda Items –**

- a. Annual Rent Increases.
- b. Procedures for Recovery of Outstanding Tenant Accounts.

3. **Approval of Agenda**

Res. #12/15 (Hallikas/Kitowski) – THAT the November 12, 2015 agenda as prepared be approved with the addition of non-agenda items.

CARRIED

4. **Minutes of previous meeting**

Res. #13/15 (Kitowski/Hallikas) - THAT the minutes of the special meeting dated March 30, 2015 be approved as distributed.

CARRIED

Res. #14/15 (Hallikas/Kitowski) – THAT the minutes of the regular meeting dated June 26, 2015 be approved as distributed.

CARRIED

5. **Appointment of Director(s)/Secretary**

Res. #15/15 (Kitowski/Hallikas) – THAT the following board member appointments to the Fort Frances Municipal Non-Profit Housing Corporation be approved:

Officer/Secretary – Kathryn Lawson

Director – Elizabeth Slomke

CARRIED

6. **New Business:**

a) 2015 Capital Expenditure (ratification of expenditure – email poll August 11, 2015)

Res. # 16/15 (Hallikas/Kitowski) - THAT as confirmed by an e-mail dated August 18, 2015 from F. Flatt, Board Secretary to S. Weir Integrated Services Manager, RRDSSAB, the majority decision of the Fort Frances Municipal Non-Profit Housing Corporation Board of Directors to confirm Option #4, being approval of a 2015 capital expense in the amount of \$28,744.65 plus taxes for purchase and installation of windows be hereby ratified.

CARRIED

b) 2015 Financial Statements – (presented by S. Weir, RRDSSAB)

The financial statements as prepared were presented to members. Members requested that a year to date spreadsheet be included as part of future statements.

Res. #17/15 - (Hallikas/Kitowski) -THAT the financial statements for the months of January 2015 to September 2015 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

c) Market Rent Increase (ratification of increase –e-mail poll October 20, 2015)

S. Weir explained that market rent can only be increased once a year, and requires a specific % resolution. The tenant must be given a 90-day notice of any increase. Tenants have been given proper notice effective February 1st, 2016. Members are usually asked to consider such increases in July/August and is covered on the agenda template for the 3rd meeting.

Res# 18/15 - (Hallikas/Kitowski) - THAT as confirmed by an e-mail dated October 20, 2015 from F. Flatt, Board Secretary to S. Weir Integrated Services Manager, RRDSSAB, the majority decision of the Fort Frances Municipal Non-Profit Housing Corporation Board of Directors to confirm a 2% market rental increase for the year ending 2016 be hereby ratified. **CARRIED**

d) Authorization of Corporation for Property Manager

Res# 19/15 - (Kitowski/Hallikas) - THAT any two of the following officers of the Rainy River District Social Services Administration Board has, and is hereby given, full power and authority to deal with and make decisions in regard to the Corporation's portfolio and Phillips Hager & North (PH&N) Investment Services in its capacity as principal distributor of the Social Housing Investment Funds, and shall be fully entitled to rely upon this authority without the need to make further inquiries of the Corporation: Leanne Eluik, Director of Finance and Assets; Sandra Weir, Integrated Services Manager; Michelle Shute, Supervisor of Infrastructure; Wendy Tilbury, Finance Supervisor. **CARRIED**

e) Draft 2016 Capital Works and Reserves Summary – this item was presented as information only.

7. Outstanding Issues

- a. Bill 65 – Corporations Act – No action pending furtherance by the Province.

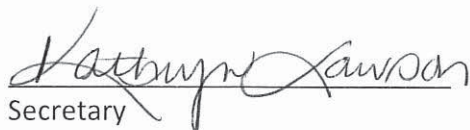
8. Non-Agenda Items

- a. **Annual Rent Increases.** (this item was furthered under New Business item d).
- b. **Procedures for Outstanding Tenant Accounts.** Sandra explained some of the authorities the RRDSSAB could use in affecting recovery of outstanding tenant accounts and also some of the difficulties. She advised that every attempt is made to collect monies before tenants leave. She explained that there is a provincial data base that most DSSAB's use to keep names of those who have outstanding debts. Andrew Hallikas asked if the members might get a report re: year to date % of tenants leaving and owing money. Sandra was also asked to bring more information on the \$7,000. damages expenditure shown on the financial statements back to the next agenda.

9. Information – None

- 10. Next Meeting and Close** - The meeting closed *sine die* at 12:53 with next meeting tentatively scheduled for December 17, 2015.


President/Vice-President


Secretary