

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 2

June 23, 2016

The meeting of Fort Frances Non-Profit Housing Corporation was held in the Committee Room on June 23, 2016 from 11:48 a.m. to 12:40 p.m.

PRESENT: C. Mallory, Chair, W. Brunetta, D. Kitowski, A. Hallikas, G. McBride, L. Slomke and K. Lawson.

ALSO PRESENT: M. McCaig, CAO, D. Brown, CAO, S. Weir, Integrated Services Manager, Rainy River District Social Services Administration Board, M. Canfield, CPA,C.A, BDO Canada LLP.

REGRETS: N. Wihnan

**1. Call to Order**

**2. Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting.**

2.1 Social Housing Annual Information Return.

**3. Approval of Agenda**

3.1 June 23, 2016 Meeting Agenda.

08/16 Hallikas-Kitowski: THAT the June 23rd, 2016 agenda as prepared be approved with the addition of non-agenda items.

CARRIED

**4. Disclosure of pecuniary interest and the general nature thereof**  
-none were identified.

**5. Approval of Previous Minutes**

5.1 March 17, 2016 Meeting Minutes

09/16 Kitowski-Hallikas: THAT the minutes of the regular meeting dated March 17, 2016 be approved as distributed.

CARRIED

**6. In-Camera - None.**

**7. Items Referred - None were identified.**

**8. New Business**

8.1 Presentation from M. Canfield, CPA, CA - BDO Canada LLP re: 2015 Draft Financial Statements.  
Mr. Canfield was in attendance from 11:58 a.m. to 12:40 p.m.

010/16 Hallikas-Kitowski: THAT the presentation of the Draft 2015 Audited Financial Statements by M. Canfield, CPA, C.A. from BDO Canada LLP be received.

CARRIED

011/16 Kitowski-Hallikas: THAT the Fort Frances Municipal Non-Profit Housing Corporation Draft Consolidated Financial Statements for the year ended December 31, 2015 as

prepared by BDO Canada LLP be hereby approved.

CARRIED

8.2 Current Year 1st Quarter Financial Statements.

- members advised that there was a need to look at the formulas for the Year To Date Statements. It appears that the totals are not being carried forward properly when reflecting year to date statistics. Sandra will contact the Finance Department and advise. There was a question asked as to the budgeted amounts under Waste Removal General in the 2016 Approved Budget line (56-250-02) and the Forgiveness of Rent Waivers on the May 31, 2016 Income Statement (43-005-10). Sandra Weir will check into these items and report back at the next meeting. Members felt it would be helpful to have someone from Rainy River District Social Services Administration Board Finance Department in attendance to provide a variance report or explanation of variances appearing on the YTD statements and to assist with the necessary explanations of financials being presented. A request will go out prior to the next meeting to Ms. Eluik or Ms. Tillbury from that department to secure same.

012/16 Kitowski-Hallikas: THAT the financial statements for the months dated January 31, 2016, February 29, 2016, March 31, 2016, April 30, 2016 and May 31, 2016 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

8.3 CAO Transition - A general discussion with Doug Brown regarding salient aspects of the FFMNPH.

**9. Standing Items**

9.1 Annual Meeting Template.

- A copy of the current operating agreement will be presented at the next meeting for review in preparation for the upcoming RFP for Housing Management Services.

**10. Non-agenda Items**

10.1 Social Housing Annual Information Return.

-members had some concerns about signing this form without referring to the entire package. In future, this information will be supplied in advance of the meeting.

-M. Canfield, BDO Canada LLP assured members that there was no liability attached to this document, and there was no issue surrounding the signing of same.

013/16 Kitowski-Hallikas: THAT the Social Housing Annual Information Return for year ending December 31, 2015 as prepared and recommended by Rainy River District Social Services Administration Board, and having been reviewed by the FFNPHC Board, now hereby be approved for signing.

CARRIED

**11. Adjourn / Next Meeting Date - September 15th, 2016**

The meeting closed *sine die* at 1:06 p.m. with the next scheduled meeting for September 15, 2016.

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President/Chairperson

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Secretary