

TOWN OF FORT FRANCES  
Fort Frances Municipal Non-Profit Housing Corporation

MINUTES

SESSION NO. #3

September 15, 2016

The meeting of Fort Frances Municipal Non-Profit Housing Corporation was held in the Committee Room, Civic Centre on September 15, 2016 from 12:10 p.m. to 12:59 p.m.

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

ALSO PRESENT: W. Tilbury, Finance Supervisor; F. Sinninghe, Financial Analyst; S. Weir, Integrated Services Manager (Housing), Rainy River District Social Services Administration Board (12:10 p.m. to 12:42 p.m.)

REGRETS: A. Hallikas

**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. - None**

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

**4. Approval of Agenda**

4.1 Approval of September 15th, 2016 agenda.

14/16 Brunetta-McBride: THAT the September 15th, 2016 agenda as prepared be approved.

CARRIED

**5. Approval of Previous Minutes**

5.1 June 23, 2016 Meeting Minutes.

15/16 McBride-Brunetta: THAT the minutes of the regular meeting dated June 23rd, 2016 be approved as distributed.

CARRIED

**6. Items Referred - None**

**7. New Business**

7.1 Current Year 2nd Quarter Financial Statements.

- Wendy Tilbury, Finance Supervisor and Fred Sinninghe, Financial Analyst, RRDSSAB were present to provide clarification on these reports (as requested by the Committee at the June 23rd, 2016 meeting). Wendy advised that the finance department will provide someone to attend all future meetings to provide any necessary information/clarification on financial information.

16/16 Brunetta-McBride: THAT the financial statements for the months dated April 30th, 2016, May 31st, 2016, June 30th, 2016 and July 31st, 2016 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

7.2 Consideration of Market Rent Increase. Sandra Weir provided comment on the FFNPHC Issues Sheet she prepared respecting 2017 Rental Increase Guidelines. Committee provided direction.

- 17/16 Brunetta-McBride: THAT the Fort Frances Municipal Non-Profit Housing Corporation Issues Sheet dated September 12th, 2016 as prepared by Sandra Weir, Integrated Services Manager (Housing) RRDSSAB re: 2017 Rental Increase Guidelines be received and further that a 1.5% rental increase be approved for 2017.

CARRIED

- 7.3 2015 Tenant Write Offs - July 2016 Issue Sheet. Committee members reviewed the FFNPHC Issue Sheet as prepared by Fred Sinninghe respecting 2015 Tenant Write Offs and provided direction. Sandra and Wendy provided comment respecting recovery methods and efforts for outstanding w/o accounts.

- 18/16 McBride-Brunetta: THAT the Fort Frances Municipal Non-Profit Housing Corporation Issues Sheet re: 2015 Tenant Write Offs - July 2016 as prepared by Fred Sinninghe, Financial Analyst RRDSSAB be received and approved to agree with the recommendation by Rainy River District Social Services Administration Board to write off uncollectible tenant receivables in the total amount of \$7,761.13.

CARRIED

## **8. Standing Items**

- 8.1 Annual Meeting Template.

- 8.2 Current Operating Agreement. Committee reviewed the current agreement in preparation for the upcoming Property Management RFP.

## **9. In-Camera**

- 9.1 RFP for Property Management.  
- members provided direction for changes/amendment to the current RFP for Property Management for the term beginning 2017.

- 9.2 Identifiable Individual.  
- members considered the matter of absenteeism, and gave further direction.

- 20/16 Brunetta-McBride: THAT having considered the matter of a current members absenteeism for more than 3 consecutive meetings, as per the guidelines outlined in the Town of Fort Frances By-Law 36/81, the Board of the Fort Frances Non-Profit Housing Corporation hereby declares the position vacant and further directs that appropriate notice be provided to the Clerk of the Town of Fort Frances to provide for the appropriate advertisement for the filling of the vacancy.

CARRIED

## **10. Non-agenda Items - None were declared**

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

The meeting closed *sine die* at 12:59 p.m. with the next scheduled meeting for December 15, 2016.

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President/Chairperson

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Secretary