

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

MINUTES

SESSION NO. # 4

December 15th, 2016

The meeting of Fort Frances Municipal Non-Profit Housing Corporation Annual General Meeting was held in the Committee Room, Civic Centre on December 15th, 2016 from 12:07 to 12:29 p.m.

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

ALSO PRESENT: F. Sinninghe, Financial Analyst; S. Weir, Integrated Services Manager (Housing), Rainy River District Social Services Administration Board.

REGRETS:

1. Call to Order 12:07 p.m.

2. Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting. - Financial Statements for the Month Ending August 31, 2016.

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

4. Approval of Agenda

4.1 December 15th, 2016 AGM Agenda.

21/16 Hallikas-Brunetta: THAT the December 15th, 2016 Annual General Meeting Agenda as prepared be approved with the addition of non-agenda items: Financial Statements for the Month Ending August 31st, 2016.

CARRIED

5. Approval of Previous Minutes

5.1 September 15, 2016.

22/16 Hallikas-Brunetta: THAT the minutes of the regular meeting dated September 15th, 2016 be approved as distributed.

CARRIED

6. New Business

6.1 Current Year 3rd Quarter Financial Statements.

a) Income Statement; Capital Statement; Receivable Aging Report by Property and Unit Availability Detail as of September 30th, 2016;

b) Income Statement; Capital Statement; Receivable Aging Report by Property and Unit Availability Detail as of October 31st, 2016.

- Doug asked if everything possible was being done to collect tenants outstanding debt. Sandra explained the mandated write off procedures followed in the collection process.

23/16 Brunetta-Hallikas: THAT the financial statements for the months dated September 30th, 2016, and October 31st 2016 be approved as presented by the Rainy River District Social Services Administration Board.

CARRIED

6.2 Appointment of Auditors for Current Year.

- 24/16 Brunetta-Hallikas: THAT the Board of the Fort Frances Municipal Non-Profit Housing Corporation appoint BDO Canada LLP as auditors for the year ended 2016.

CARRIED

6.3 Appointment of Officers for 2017:

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

- 25/16 Hallikas-Brunetta: THAT the following board members of the Fort Frances Municipal Non-Profit Housing Corporation be appointed as officers for 2017:

President: Charleen Mallory

Vice President: Wendy Brunetta

Treasurer: Elizabeth Slomke

Secretary: Kathryn Lawson

CARRIED

6.4 Committee Vacancy (verbal update).

- Lisa advised that appropriate advertising for filling of the vacancy is being undertaken.

6.5 RFP for Property Management (2017).

- the revised RFP was presented and members were advised of the advertising schedule and timelines. A special meeting will be held to review submissions.

7. Standing Items

7.1 Annual Meeting Template.

8. Non-agenda Items

8.1 Financial Statements for the Month dated August 31st, 2016.

- 26/16 Brunetta-Hallikas: THAT the financial statements for the month dated August 31st, 2016 be approved as distributed.

CARRIED

9. Adjourn / Next Meeting Date

The meeting closed *sine die* at 12:29 p.m. with the next meeting scheduled for March 16, 2017.

President/Chairperson

Secretary