

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

MINUTES

SESSION NO. # 2

June 15, 2017

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 June 15, 2017 from 11:42 a.m. to 12:25 p.m.

PRESENT: C. Mallory, Chair; Councillor W. Brunetta, Councillor D. Kitowski, G. McBride, D. McTaggart, 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 and M. Canfield, CPA, CA, Partner, BDO Canada LLP (11:42 a.m. to 12:14 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 identified.**

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

**4. Approval of Agenda**

4.1 Session No. 2 dated June 15, 2017.

5/17 Brunetta-Kitowski: THAT the June 15th, 2017 agenda as prepared be approved.

CARRIED

**5. Approval of Previous Minutes**

March 16, 2017 Meeting Minutes.

5.1 March 16, 2017 Meeting Minutes.

6/17 Brunetta-Kitowski: THAT the minutes of the regular meeting dated March 16th, 2017 be approved as distributed.

CARRIED

**6. New Business**

6.1 Presentation from BDO Canada LLP re: 2016 Draft Financial Statements.  
- M. Canfield, CPA, CA, BDO Canada LLP was in attendance to present this 2016 Draft Financial Statements (11:42 a.m. to 12:14 p.m.). Members approved signing off on the Financial Statements and the Social Housing Annual Information Form for the year ended December 31st, 2016.

7/17 Kitowski-Brunetta: THAT the presentation of the Draft 2016 Audited Financial Statements by M. Canfield, BDO Canada LLP be received.

CARRIED

8/17 Brunetta-Kitowski: THAT the Fort Frances Municipal Non-Profit Housing Corporation Draft Consolidated Financial Statements for the year ended December 31, 2016 as prepared by BDO Canada LLP be hereby approved.

CARRIED

6.2 Social Housing Annual Information Return for the Year Ended December 31, 2016.

9/17 Brunetta-McBride: THAT the Social Housing Annual Information Return for year ending December 31, 2016 as prepared and recommended by Rainy River District Social Services Administration Board and having been reviewed by the Fort Frances Municipal Non-Profit Housing Corporation Board, now hereby be approved for signing.

CARRIED

6.3 Current Year First Quarter Financial Statements.

- The financial statements for the First Quarter 2017 were presented by F. Sinninghe and S. Weir, RRDSSAB. A short discussion was had respecting the vacant unit shown on the statements. Sandra will bring forward information to the next meeting with respect to the length of time this unit was vacant and also the length of time persons are on a waiting list for vacant units.

10/17 McBride-Brunetta: THAT the financial statements for the months dated January 31st, 2017, February 28th, 2017, March 31st, 2017 and April 30, 2017 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

6.4 Formal Approval of 2017 Budget and Capital.

(Formal resolution required to ratify Committee member's approval in principle via e-mail and phone polling).

- Council approved a resolution to allow for formal signing of the minutes of the Board for the year ending 2016,

11/17 Brunetta-Kitowski: THAT as confirmed by an e-mail dated March 30th, 2017 from K. Lawson, Board Secretary to S. Weir, Integrated Services Manager, RRDSSAB, the majority decision of the Fort Frances Municipal Non-Profit Housing Board to confirm approving the 2017 Fort Frances Non-Profit Housing Board Operational and Capital Budgets as previously prepared by Rainy River District Social Services Administration Board be hereby ratified as amended.

CARRIED

6.5 Approval of the 2016 Official Minutes of the Fort Frances Non-Profit Housing Corporation Board.

12/17 Kitowski-Brunetta: THAT the 2016 Official Minutes of the Fort Frances Municipal Non-Profit Housing Corporation Board dated March 17th, 2016, June 23rd, 2016, September 15th, 2016 and December 15th, 2016 be hereby approved for signing.

CARRIED

**7. Standing Items**

7.1 Agenda Template.

**8. Non-agenda Items - None Identified.**

**9. Adjourn / Next Meeting Date - September 21st, 2017**

The meeting closed *sine die* at 12:25 p.m. with the next meeting previously scheduled for September 21st, 2017 now being changed to September 28th, 2017.

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President / Chairperson

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Secretary