

TOWN OF FORT FRANCES
Fort Frances Municipal Non Profit Housing Corporation
Annual General Meeting

AGENDA - December 12, 2019 - NOON

MEETING - Committee Room, Civic Centre
Session No. 4

Page

1. **Call to Order**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Agenda as presented.**
 - 3.1 Annual General Meeting agenda dated December 12, 2019.
4. **Approval of Previous Minutes**
 - 4.1 Session No. 3 dated September 19, 2019. 2 - 3
5. **New Business**
 - 5.1 Current Year 3rd Quarter Financial Statements:
 - 5.2 September 2019 Financial Statement. 4 - 7
 - 5.3 October 2019 Financial Statement. 8 - 12
 - 5.4 Property Management/Operational Services Agreement - RRDSSAB Letter of Intent to Renew. 13 - 14
 - 5.5 Draft 2020 Capital Works Plan. 15
 - 5.6 Appointment of Auditors for Current Year.
 - 5.7 Appointment of Officers for Ensuing Year:
 - 1) President
 - 2) Vice President
 - 3) Treasurer
 - 4) Secretary
6. **Standing Items**
 - 6.1 Agenda Template. 16
7. **Adjourn / Next Meeting Date - March 19, 2020**

TOWN OF FORT FRANCES

MINUTES

SESSION NO # 3

September 19, 2019

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 September 19, 2019 from 12:15 p.m. to 12:30 p.m.

PRESENT: G. McBride, President/Chair, D. McTaggart, C. Mallory, C. Gray, Councillor W. Brunetta, Councillor A. Hallikas

ALSO PRESENT: F. Sinninghe, Financial Analyst, RRDSSAB, S. Weir, Integrated Services Manager, RRDSSAB, Mayor J. Caul, (ex-officio) and K. Lawson, Board Secretary

REGRETS: G. Beadle

1. Call to Order 12:15 p.m.

2. Approval of Agenda as presented.

- 2.1 Session No. 3 dated September 19, 2019 with the addition of non-agenda item(s).
- Councillor Brunetta provided an overview of the Housing Report as presented from a recent meeting she attended.

14/19 McTaggart-Brunetta: THAT the September 19th, 2019 agenda as prepared be approved with the addition of the following non-agenda item: W. Brunetta - Housing Report from meeting recently attended. CARRIED

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

4. Approval of Previous Minutes

- 4.1 Session No. 2 dated June 20, 2019.

15/19 Brunetta-McTaggart: THAT the minutes of the regular meeting dated June 20th, 2019 be approved as distributed. CARRIED

5. New Business

- 5.1 Second and Third Quarter Financial Statements (June, July and August, 2019).
- F. Sinninghe provided an overview of the monthly financial statements.

16/19 McTaggart-Brunetta: THAT the financial statements for the months dated June 30th, 2019, July 31st, 2019, and August 31st, 2019 as presented by Rainy River District Social Services Administration Board be approved. CARRIED

5.2 Consideration of Market Rent.

- S. Weir provided an overview of the issue sheet as presented. The Board approved the report as amended and the recommendations found therein.

17/19 Mallory-Gray: THAT the Issue Sheet dated September 13th, 2019, as prepared by Sandra Weir, Integrated Services Manager, RRDSSAB be received and further that The Fort Frances Municipal Non-Profit Housing Corporation Board approve the recommendation found therein to approve a 2.2% Market Rent Increase for 2020.

CARRIED

6. Standing Items

6.1 Agenda Template. - received as information.

7. Adjourn / Next Meeting Date - (Annual General Meeting) - December 12, 2019

The meeting adjourned *sine die* at 12:30 p.m.

President / Chairperson

Secretary

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
September 2019

		2019 Approved Budget	2019 YTD Actual (Unaudited)	\$ Variance	2019 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	50,244.00	36,467.00	13,777.00	37,683.00	1,216.00
43-005-04	Miscellaneous	7,200.00	5,785.92	1,414.08	5,400.00	(385.92)
	Total Rent Revenue	57,444.00	42,252.92	15,191.08	43,083.00	830.08
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	730.23	(730.23)	0.00	(730.23)
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	450.00	450.00	0.00	337.50	(112.50)
	Total Sundry Revenue	450.00	450.00	0.00	337.50	(112.50)
	Total Revenue from Operations	57,894.00	43,433.15	14,460.85	43,420.50	(12.65)
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	87,186.00	65,389.50	21,796.50	65,389.50	0.00
	TOTAL REVENUE	145,080.00	108,822.65	36,257.35	108,810.00	(12.65)
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	18,603.00	4,087.98	14,515.02	13,952.25	9,864.27
55-010-03	N. Profit Mgmt.	0.00	10,028.49	(10,028.49)	0.00	(10,028.49)
55-010-08	Bank Service Charges	0.00	55.43	(55.43)	0.00	(55.43)
	Total Interest & Other Expenses	18,603.00	14,171.90	4,431.10	13,952.25	(219.65)
	Total Corporate Costs	18,603.00	14,171.90	4,431.10	13,952.25	(219.65)
	Services					
55-411-03	RGI & App Fee	2,517.00	1,889.28	627.72	1,887.75	(1.53)
55-443-02	Credit/Collection Expenses	0.00	315.92	(315.92)	0.00	(315.92)
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	7,588.00	7,647.67	(59.67)	5,691.00	(1,956.67)
	Total Corporate Services	7,588.00	7,647.67	(59.67)	5,691.00	(1,956.67)
	Insurances					
55-490-03	Property General Liability Ins.	4,685.00	2,642.58	2,042.42	3,513.75	871.17
55-490-05	Directors/Officers Liab. Ins.	0.00	323.19	(323.19)	0.00	(323.19)
55-490-07	Property/Boiler Ins.	0.00	445.95	(445.95)	0.00	(445.95)
	Total Insurances	4,685.00	3,411.72	1,273.28	3,513.75	102.03
	Total Services	14,790.00	13,264.59	1,525.41	11,092.50	(2,172.09)
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,506.00	6,379.47	2,126.53	6,379.50	0.03
	Materials & Services Operating					
56-207-02	Building Operating General	4,001.00	0.00	4,001.00	3,000.75	3,000.75

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
September 2019

		2019 Approved Budget	2019 YTD Actual (Unaudited)	\$ Variance	2019 YTD Budget	YTD \$ Variance
56-207-04	Build - O - Flooring Repairs	3,892.00	0.00	3,892.00	2,919.00	2,919.00
56-207-16	Build - O - Move Out Repairs	5,000.00	0.00	5,000.00	3,750.00	3,750.00
	Total Building Operating	12,893.00	0.00	12,893.00	9,669.75	9,669.75
	Electrical Operating					
56-216-02	Electrical Operating General	0.00	228.96	(228.96)	0.00	(228.96)
56-216-08	Elect - O - Annual Inspections	1,850.00	1,795.66	54.34	1,387.50	(408.16)
	Total Electrical Operating	1,850.00	2,024.62	(174.62)	1,387.50	(637.12)
	Grounds Operating					
56-231-02	Grounds Operating General	500.00	0.00	500.00	375.00	375.00
	Equipment Operating					
56-225-02	Equip - O - General	0.00	0.00	0.00	0.00	0.00
56-225-03	Equip - O - Stove/Fridge Repair	1,000.00	0.00	1,000.00	750.00	750.00
	Total Equipment Operating	1,000.00	0.00	1,000.00	750.00	750.00
	Life Safety System					
56-235-03	Life - O - Emergency	100.00	0.00	100.00	75.00	75.00
	Heating & Ventilation Operating					
56-237-02	Heating & Vent Oper. General	0.00	0.00	0.00	0.00	0.00
56-237-06	Heating - O - Furnace Cleaning	1,000.00	0.00	1,000.00	750.00	750.00
56-237-08	Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Heating & Ventilation Oper.	1,000.00	0.00	1,000.00	750.00	750.00
	Plumbing Operating					
56-238-02	Plumbing Operating General	200.00	0.00	200.00	150.00	150.00
56-238-12	Plumbing - O - Hot Water Heater	0.00	0.00	0.00	0.00	0.00
	Total Plumbing Operating	200.00	0.00	200.00	150.00	150.00
	Waste Removal					
56-250-02	Waste Removal General	100.00	18.00	82.00	75.00	57.00
	Total Materials & Services Operating	17,643.00	2,042.62	15,600.38	13,232.25	11,189.63
	Utilities					
56-310-02	Electricity	100.00	0.00	100.00	75.00	75.00
56-315-02	Fuel	100.00	50.55	49.45	75.00	24.45
56-320-02	Water	10,469.00	7,015.20	3,453.80	7,851.75	836.55
	Total Utilities	10,669.00	7,065.75	3,603.25	8,001.75	936.00
	Major Costs					
56-405-02	Municipal Property Taxes	13,668.00	13,064.04	603.96	10,251.00	(2,813.04)
56-440-02	Debentures/Mortgage Interest	11,577.00	8,780.60	2,796.40	8,682.75	(97.85)
56-440-03	Debenture/Mortgage Principle	49,624.00	37,113.96	12,510.04	37,218.00	104.04
	Total Major Costs	74,869.00	58,958.60	15,910.40	56,151.75	(2,806.85)
	TOTAL EXPENSES	145,080.00	101,882.93	43,197.07	108,810.00	6,927.07

Fort Frances Municipal Non-Profit Housing Corporation
 Receivable Aging Report by Property
 As at September 30, 2019

Legal Entity	Property	Current	0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Pre-Payments	Total
		Owed	Owed	Owed	Owed	Owed	Owed		Owed
FFMNP (Christie) (80888001)									
		0.00	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
		1,373.00	1,373.00	0.00	0.00	0.00	0.00	0.00	1,373.00
		0.00	0.00	0.00	0.00	0.00	0.00	-415.00	-415.00
		409.22	233.75	175.47	0.00	0.00	0.00	0.00	409.22
Total For 80888001		1,782.22	1,606.75	175.47	0.00	0.00	0.00	-415.07	1,367.15
FFMNP (Victoria) (80888002)									
		0.00	0.00	0.00	0.00	0.00	0.00	-699.25	-699.25
		0.00	0.00	0.00	0.00	0.00	0.00	-7.00	-7.00
		466.00	183.00	208.00	0.00	75.00	0.00	0.00	466.00
		208.20	0.00	0.00	0.00	0.00	208.20	0.00	208.20
		308.00	183.00	125.00	0.00	0.00	0.00	0.00	308.00
		590.00	590.00	0.00	0.00	0.00	0.00	0.00	590.00
		822.00	0.00	0.00	0.00	418.00	404.00	0.00	822.00
		2,902.76	847.00	1,067.00	45.00	890.75	53.01	0.00	2,902.76
		-2.00	0.00	0.00	0.00	0.00	-2.00	0.00	-2.00
Total For 80888002		5,294.96	1,803.00	1,400.00	45.00	1,383.75	663.21	-706.25	4,588.71
Grand Total		7,077.18	3,409.75	1,575.47	45.00	1,383.75	663.21	-1,121.32	5,955.86

Unit Availability Details

FFMNP .all (.8088all)

As Of: 09/30/2019

Showing Pre-Leased: No

Showing Occupied: No

Group By: UnitType

Unit	Tenant	Name	Tenant	Unit	Tenant	Unit	Unit Status	Days Make	Move	Hold	Hold	Notice	Move	Out	Sign	Lease	Lease
			Rent	Rent	Deposit	Deposit	Vacant Ready	In	Until	Out	From	To					
FFMNP (Victoria) (80888002) - Vacant Unrented Not Ready																	
UnitType: (3bdFFMV) 3 bedroom FFMNP (Victoria)																	
810			0.00	787.00	0.00	0.00	0.00	10/30/2019	No								
Units Count:	1 Unit		0.00	787.00													
Total	1 Unit		0.00	787.00													
FFMNP (Victoria) (80888002) - Notice Unrented																	
UnitType: (2bdFFMV) 2 bedroom FFMNP (Victoria)																	
812	b0167394		545.00	739.00	0.00	0.00	Notice	12/30/2019	8/24/2018	No	9/30/2019	11/30/2019	8/24/2018	9/1/2019	8/31/2020		
Units Count:	1 Unit		545.00	739.00													
Total	1 Unit		545.00	739.00													
Total for 80888002	2 Units		545.00	1,526.00													
Grand Total Count	2 Units		545.00	1,526.00													

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
October 2019

	2019 Approved Budget	2019 YTD Actual (Unaudited)	\$ Variance	2019 YTD Budget	YTD \$ Variance
REVENUE					
Revenue from Operations					
Rent Revenue					
43-005-03 Rent	50,244.00	39,743.00	10,501.00	41,870.00	2,127.00
43-005-04 Miscellaneous	7,200.00	6,311.92	888.08	6,000.00	(311.92)
Total Rent Revenue	57,444.00	46,054.92	11,389.08	47,870.00	1,815.08
Tenant Recoveries					
43-020-03 Tenant Recoveries	0.00	730.23	(730.23)	0.00	(730.23)
43-020-06 Moveout Charges	0.00	0.00	0.00	0.00	0.00
Total Tenant Recoveries	0.00	730.23	(730.23)	0.00	(730.23)
Bad Debts Revenue					
43-030-04 Recoveries from Write Offs	0.00	3,652.69	(3,652.69)	0.00	(3,652.69)
Total Bad Debts	0.00	3,652.69	(3,652.69)	0.00	(3,652.69)
Sundry Revenue					
43-040-02 Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07 Air Conditioner Charges	450.00	450.00	0.00	375.00	(75.00)
Total Sundry Revenue	450.00	450.00	0.00	375.00	(75.00)
Total Revenue from Operations	57,894.00	50,887.84	7,006.16	48,245.00	(2,642.84)
Other Revenue					
45-500-01 Mun/Federal Subsidy (DSSAB)	87,186.00	72,655.00	14,531.00	72,655.00	0.00
TOTAL REVENUE	145,080.00	123,542.84	21,537.16	120,900.00	(2,642.84)
EXPENSES					
Corporate Costs					
Interest & Other Expenses					
55-010-02 N. Profit Admin	18,603.00	4,544.82	14,058.18	15,502.50	10,957.68
55-010-03 N. Profit Mgmt.	0.00	11,149.19	(11,149.19)	0.00	(11,149.19)
55-010-08 Bank Service Charges	0.00	59.36	(59.36)	0.00	(59.36)
Total Interest & Other Expenses	18,603.00	15,753.37	2,849.63	15,502.50	(250.87)
Total Corporate Costs	18,603.00	15,753.37	2,849.63	15,502.50	(250.87)
Services					
55-411-03 RGI & App Fee	2,517.00	2,099.20	417.80	2,097.50	(1.70)
55-443-02 Credit/Collection Expenses	0.00	315.92	(315.92)	0.00	(315.92)
Corporate Services					
55-456-06 Legal	0.00	0.00	0.00	0.00	0.00
55-456-07 Audit	7,588.00	7,647.67	(59.67)	6,323.33	(1,324.34)
Total Corporate Services	7,588.00	7,647.67	(59.67)	6,323.33	(1,324.34)
Insurances					
55-490-03 Property General Liability Ins.	4,685.00	2,936.20	1,748.80	3,904.17	967.97
55-490-05 Directors/Officers Liab. Ins.	0.00	369.10	(369.10)	0.00	(369.10)
55-490-07 Property/Boiler Ins.	0.00	495.50	(495.50)	0.00	(495.50)
Total Insurances	4,685.00	3,790.80	894.20	3,904.17	113.37
Total Services	14,790.00	13,853.59	936.41	12,325.00	(1,528.59)
55-520-02 Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03 Allocation to Capital Reserve	8,506.00	7,088.30	1,417.70	7,088.33	0.03

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
October 2019

		2019 Approved Budget	2019 YTD Actual (Unaudited)	\$ Variance	2019 YTD Budget	YTD \$ Variance
Materials & Services Operating						
Building Operating						
56-207-02	Building Operating General	4,001.00	101.66	3,899.34	3,334.17	3,232.51
56-207-04	Build - O - Flooring Repairs	3,892.00	0.00	3,892.00	3,243.33	3,243.33
56-207-16	Build - O - Move Out Repairs	5,000.00	0.00	5,000.00	4,166.67	4,166.67
	Total Building Operating	12,893.00	101.66	12,791.34	10,744.17	10,642.51
Electrical Operating						
56-216-02	Electrical Operating General	0.00	228.96	(228.96)	0.00	(228.96)
56-216-08	Elect - O - Annual Inspections	1,850.00	1,795.66	54.34	1,541.67	(253.99)
	Total Electrical Operating	1,850.00	2,024.62	(174.62)	1,541.67	(482.95)
Grounds Operating						
56-231-02	Grounds Operating General	500.00	0.00	500.00	416.67	416.67
Equipment Operating						
56-225-02	Equip - O - General	0.00	0.00	0.00	0.00	0.00
56-225-03	Equip - O - Stove/Fridge Repair	1,000.00	0.00	1,000.00	833.33	833.33
	Total Equipment Operating	1,000.00	0.00	1,000.00	833.33	833.33
Life Safety System						
56-235-03	Life - O - Emergency	100.00	0.00	100.00	83.33	83.33
Heating & Ventilation Operating						
56-237-02	Heating & Vent Oper. General	0.00	0.00	0.00	0.00	0.00
56-237-06	Heating - O - Furnace Cleaning	1,000.00	0.00	1,000.00	833.33	833.33
56-237-08	Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Heating & Ventilation Oper.	1,000.00	0.00	1,000.00	833.33	833.33
Plumbing Operating						
56-238-02	Plumbing Operating General	200.00	0.00	200.00	166.67	166.67
56-238-12	Plumbing - O - Hot Water Heater	0.00	0.00	0.00	0.00	0.00
	Total Plumbing Operating	200.00	0.00	200.00	166.67	166.67
Waste Removal						
56-250-02	Waste Removal General	100.00	36.00	64.00	83.33	47.33
	Total Materials & Services Operating	17,643.00	2,162.28	15,480.72	14,702.50	12,540.22
Utilities						
56-310-02	Electricity	100.00	42.57	57.43	83.33	40.76
56-315-02	Fuel	100.00	50.55	49.45	83.33	32.78
56-320-02	Water	10,469.00	7,015.20	3,453.80	8,724.17	1,708.97
	Total Utilities	10,669.00	7,108.32	3,560.68	8,890.83	1,782.51
Major Costs						
56-405-02	Municipal Property Taxes	13,668.00	13,064.04	603.96	11,390.00	(1,674.04)
56-440-02	Debentures/Mortgage Interest	11,577.00	9,710.15	1,866.85	9,647.50	(62.65)
56-440-03	Debenture/Mortgage Principle	49,624.00	41,286.79	8,337.21	41,353.33	66.54
	Total Major Costs	74,869.00	64,060.98	10,808.02	62,390.83	(1,670.15)
	TOTAL EXPENSES	145,080.00	110,026.84	35,053.16	120,900.00	10,873.16
	TOTAL SURPLUS (DEFICIT)	0.00	13,516.00	(13,516.00)	0.00	(13,516.00)

Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
October 31, 2019

		2019 Approved Budget	2019 YTD Actual (Unaudited)	\$ Variance
Contribution from Reserves				
45-500-03	Contribution from Reserve Funds	30,000.00	0.00	30,000.00
Total Contribution from Reserves		30,000.00	0.00	30,000.00
Capital Costs				
56-107-04	Flooring Capital	10,000.00	0.00	10,000.00
56-116-02	Electrical Capital	14,000.00	0.00	14,000.00
56-131-02	Grounds Capital	5,000.00	0.00	5,000.00
56-137-02	Heating & Ventilation Capital	1,000.00	0.00	1,000.00
Total Capital Costs		30,000.00	0.00	30,000.00
TOTAL SURPLUS (DEFICIT)		0.00	0.00	0.00

Fort Frances Municipal Non-Profit Housing Corporation
Receivable Aging Report by Property
As at October 31, 2019

Legal Entity	Property	Current	0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Pre-Payments	Total
		Owed	Owed	Owed	Owed	Owed	Owed		Owed
FFMNP (Christie) (808880001)									
		0.00	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
		863.00	190.00	673.00	0.00	0.00	0.00	0.00	863.00
		0.00	0.00	0.00	0.00	0.00	0.00	-10.00	-10.00
		409.22	233.00	176.22	0.00	0.00	0.00	0.00	409.22
Total For	808880001	1,272.22	423.00	849.22	0.00	0.00	0.00	-10.07	1,262.15
FFMNP (Victoria) (808880002)									
		0.00	0.00	0.00	0.00	0.00	0.00	-699.25	-699.25
		0.00	0.00	0.00	0.00	0.00	0.00	-7.00	-7.00
		66.00	0.00	66.00	0.00	0.00	0.00	0.00	66.00
		208.20	0.00	0.00	0.00	0.00	208.20	0.00	208.20
		125.00	125.00	0.00	0.00	0.00	0.00	0.00	125.00
		40.00	40.00	0.00	0.00	0.00	0.00	0.00	40.00
		822.00	0.00	0.00	0.00	0.00	822.00	0.00	822.00
		3,749.76	847.00	847.00	220.00	892.00	943.76	0.00	3,749.76
		112.00	112.00	0.00	0.00	0.00	0.00	-140.00	-28.00
		-2.00	0.00	0.00	0.00	0.00	-2.00	0.00	-2.00
Total For	808880002	5,120.96	1,124.00	913.00	220.00	892.00	1,971.96	-846.25	4,274.71
Grand Total		6,393.18	1,547.00	1,762.22	220.00	892.00	1,971.96	-856.32	5,536.86

CSH - Unit Availability Detail

For Selected Properties
As Of: 10/31/2019
Showing Pre-Leased: No
Showing Occupied Units: No
Group By: None

Unit	Resident	Name	Resident Rent	Unit Rent	Status	Days Vacant	Make Ready	Move In	Hold	Hold Until	Notice	Move Out	Rent Type	Responsibility Date
FFMNP (Victoria) (80888002) - Vacant Unrented Not Ready														
810	b0161907		0.00	787.00		31	10/30/19	11/01/17	No		06/19/19	09/30/19	-	
Total	1 Unit		0.00	787.00										
Total for 80888002	1 Unit		0.00	787.00										
Grand Total Count	1 Unit		0.00	787.00										



Rainy River District Social Services Administration Board

450 Scott Street
Fort Frances, ON
P9A 1H2

Ph: (807) 274-5349
Fax: (807) 274-0678
Toll Free: 1-800-265-5349

• Children's Services • Land Ambulance • Ontario Works • Social Housing

4 December, 2019

Mr. Doug Brown, CAO
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Dear Mr. Brown:

RE: Letter of Intent: 3 year extension for Full Property Management of Fort Frances Municipal Non-Profit Housing Corporation

Please find enclosed an Issue Sheet for a 3 year continuation of full property management of Fort Frances Municipal Non-Profit Housing Corporation. The Rainy River District Social Services Administration Board (RRDSSAB) has had the honor of providing these services for the corporation in prior years and believe that our experience, reputation and excellent working relationship with the corporation puts us in good standing to continue our property management role.

Please do not hesitate to contact me, if you require further information in relation to this submission.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Sandra Weir'.

Sandra Weir, Integrated Services Manager, RRDSSAB

/enc

cc: Dan McCormick, Chief Administrative Officer, RRDSSAB



ISSUE SHEET

FFMNPHC PM Agreement

5 December, 2019

Prepared by

Sandra Weir, Integrated Services Manager

REPORT SUMMARY

The Rainy River District Social Services Administration Board (RRDSSAB) is pleased to submit a issue sheet to renew our three (3) year property management agreement with the Fort Frances Municipal Non-Profit Housing Corporation (FFMNPHC) rent-gear-to-income project, located at 808 - 818 Victoria Avenue and 811 – 817 Christie Avenue in Fort Frances, Ontario.

BACKGROUND

The RRDSSAB provides full property management services for Non-Profit Housing providers, including the FFMNPHC project since 2001.

MANAGEMENT PLAN

To continue to effectively and efficiently provide full property management services to the FFMNPHC, it's Board and tenants, the RRDSSAB will draw on its extensive experience in managing and administering a variety of social service and community health programs, including social housing and its associated programs including public housing, non-profit housing, urban native housing and rent supplement programs.

The RRDSSAB will continue to uphold the current Property Management Agreement roles and responsibilities.

CURRENT PM FEE

Year 3 April 1st, 2019 to March 31, 2020 – \$18,603.00 (exclusive of HST)

PROPOSED 3 YEAR RENEWAL FEE (exclusive of HST)

Year 1: April 1, 2020 – March 31, 2021 = \$18,929.00 (1.75% increase)

Year 2: April 1, 2021 – March 31, 2022 = \$19,260.00 (1.75% increase)

Year 3: April 1, 2022 – March 31, 2023 = \$19,597.00 (1.75% increase)

Rainy River District Social Services Administration Board

FFMNPHC - 2020 Capital Work Draft #1

YARDI Acct. #	<u>Work Description</u>	Budget Per <u>Line</u>
56-101-02	Allocation to Reserve for Working Capital	-
56-101-03	Allocation to Capital Reserve	-
56-101-04	Administration Capital	-
56-101-05	Staffing Costs - Capital Work	-
56-104-02	Roofing Capital	-
56-107-02	Building Capital Replace kitchen cabinets & counters (6 units)	60,000.00
56-107-03	Building Capital - Modified Units	-
56-107-04	Flooring Capital Flooring replacement (on move outs)	10,000.00
56-111-02	Elevator Capital	-
56-116-02	Electrical Capital	-
56-125-02	Equipment Capital	-
56-131-02	Grounds Capital	-
56-135-02	Life Safety Capital	-
56-137-02	Heating & Ventilation Capital	-
56-138-02	Plumbing Capital	-
56-140-02	Painting Capital	-
	2020 Total Capital Budget	<u>70,000.00</u>
	2019 Total Capital Budget	24,000.00
	2018 Total Capital Budget	21,500.00

FORT FRANCES MUNICIPAL NON-PROFIT HOUSING CORPORATION

Template of Meeting Business

Meeting # 1 – 1st Quarter

- prior year 4th quarter financial statements
- current year capital forecast
- current year operating forecast

Meeting #2 – 2nd Quarter

- current year 1st quarter financial statements
- draft Financial Audit for prior year

Meeting #3 – 3rd Quarter

- current year 2nd quarter financial statements
- consideration of market rent increase
- Mortgage renewal (2024)

Meeting # 4 – 4th Quarter – AGM

- current year 3rd quarter financial statements
- appointment of auditors for current year
- appointment of Officers for ensuing year
- RFP for Property Management (2020)