

TOWN OF FORT FRANCES
Fort Frances Municipal Non-Profit Housing

AGENDA - September 17, 2020 - NOON

MEETING - Committee Room, Civic Centre & Via Skype
Session No. 3

[Join Microsoft Teams Meeting](#)

[+1 807-701-5975](#) Canada, Thunder Bay (Toll)

Conference ID: 316 963 128#

Page

1. **Call to Order**
2. **Approval of Agenda as presented.**
 - 2.1 Session No. 3 dated September 17, 2020.
3. **Non-agenda Committee items which because of urgency cannot be deferred to a subsequent meeting, identified to be considered later in the meeting.**
4. **Disclosure of pecuniary interest and the general nature thereof**
5. **Approval of Previous Minutes**
 - 5.1 Sessions No. 1 and 2 dated June 18, 2020 and July 16, 2020. 3 - 6
6. **Delegations/Deputations:**
 - 6.1 Presentation from Mr. Marc Deleeuw, Encasa Investment Advisor. 7
7. **New Business**
 - 7.1 Financial Statements for the Months Ending: 8 - 22
 - 1) May 31, 2020;
 - 2) June 30, 2020;
 - 3) July 31, 2020
 - 7.2 2021 Market Rent Increase Issue Sheet. 23 - 24
8. **Information Correspondence ****
 - 8.1 December 31, 2019 - CMHC - Statement of Mortgage Account - 25
 - Property Address - 808 - 818 Victoria Avenue / 811 - 817 Christie Avenue.
9. **Standing Items**
 - 9.1 Agenda Template. 26

10. **Adjourn / Next Meeting Date - Annual General Meeting - December 10, 2020**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. 001

June 18, 2020

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 18, 2020 from 12:01 p.m. to 12:35 p.m. and virtually for members off-site. Roll call was completed by K.M. Lawson, Board Secretary to confirm all attendees.

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

ALSO PRESENT: S. Weir, Integrated Services Manager - Housing, F. Sinninghe, Financial Analyst, RRFDC and K. Lawson, Board Secretary

1. Call to Order - 12:01 p.m.

1.1 Appointment of Officers for 2020 (item deferred from December AGM)

- 1) President/Chairperson:
- 2) Vice President/Vice Chairperson:
- 3) Treasurer:
- 4) Secretary - K.M. Lawson

1/20 McTaggart-Brunetta: THAT the following appointments be approved for the year ending December 31, 2020

- 1) President/Chairperson: Gordon McBride
- 2) Vice President/Vice Chairperson: Charleen Mallory
- 3) Treasurer: Cami Gray

And further that Kathryn Lawson is confirmed as Secretary to the Board.

CARRIED

2. Approval of Agenda as presented.

2.1 Session No. 1 dated June 18, 2020.

2/20 McTaggart-Beadle: THAT the June 18, 2020 agenda as prepared be approved as presented.

CARRIED

3. Disclosure of pecuniary interest and the general nature thereof - no items declared

4. Approval of Previous Minutes

4.1 Session No. 4 - Annual General Meeting dated December 12, 2019.

3/20 McTaggart-Brunetta: THAT the minutes of the Annual General Meeting dated December 12, 2020 be approved as distributed.

CARRIED

5. New Business

5.1 2020 Draft Budget.

4/20 Gray-McTaggart: THAT the 2020 Draft Budget as presented by Rainy River District Social Services Board be approved.

CARRIED

5.2 Financial Statements for the Months Ending:

- 1) November 30, 2019;
- 2) December 31, 2019;
- 3) January 31, 2020;
- 4) February 29, 2020;
- 5) March 31, 2020;
- 6) April 30, 2020;
- 7) May 31, 2020

5/20 Beadle-McTaggart: THAT the financial statements for the months ending: November 30, 2019; December 31, 2019; January 31, 2020; February 29, 2020; March 31, 2020; April 30, 2020; and May 31, 2020 be approved as presented by Rainy River District Social Services Administration Board.

CARRIED

6. Standing Items

6.1 Agenda Template - received as information.

7. Adjourn / Next Meeting Date - Make up meeting date tbd

The meeting adjourned *sine die* at 12:35 p.m. The next meeting will be held July 16, 2020 to allow for the presentations of the 2019 Audited Financial Statements.

President / Chairperson

Secretary

TOWN OF FORT FRANCES

MINUTES

SESSION NO. 002

July 16, 2020

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 July 16, 2020 from Noon to 12:16 p.m. and virtually for members off-site Roll call was completed by K.M. Lawson, Board Secretary to confirm all attendees.

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

ALSO PRESENT: R. Gustafson, Mgr. A&A, BDO Canada LLP, K. Lawson, Board Secretary

REGRETS: G. Beadle, S. Weir, Integrated Services Manager - Housing, RRDSSAB (technical difficulties) and F. Sinninghe, Financial Analyst, RRFDC

1. Call to Order - Noon

2. Approval of Agenda as presented.

2.1 Session No. 2 dated July 16, 2020.

6/20 Gray-McTaggart: THAT the July 16, 2020 agenda as prepared be approved.

CARRIED

3. Disclosure of pecuniary interest and the general nature thereof - No matters identified

4. New Business

4.1 Presentation from BDO Canada LLP - Fort Frances Non-Profit Housing Corporation - Audited Financial Statements for the year ended December 31, 2019.
- Rebecca Gustafson, CPA, CA - Manager A&A was in attendance to provide an overview of the Audited Financial Statements as prepared by BDO Canada LLP.

7/20 McTaggart-Gray: THAT the presentation of the Frances Municipal Non-Profit Housing Corporation Draft 2019 Audited Financial Statements by BDO Canada LLP be received.

CARRIED

8/20 Gray-McTaggart: THAT the Fort Frances Municipal Non-Profit Housing Corporation Draft Consolidated Financial Statements for the year ended December 31, 2019 as prepared by BDO Canada LLP be hereby approved.

CARRIED

9/20 McTaggart-Gray: THAT the following documentation arising from the presentation of the 2019 Audited Financial Statements be hereby approved for execution by the Fort Frances Non-Profit Housing Corporation Board:

- Audited Financial statements - 2 signatures
- Engagement Letter - 1 signature
- Representation Letter - 2 signatures
- Adjusting journal entries - 1 signature
- Corporate Tax Return & NPO Return - 1 signature
- Annual Information Return (AIR) - 2 signatures
- AIR Page A2 - 1 signature
- AIR Engagement Letter - 1 signature
- AIR Representation Letter - 2 signatures
- AIR Specified Procedures Report - 1 signature

CARRIED

5. Standing Items

5.1 Agenda Template. - received as information.

6. Adjourn / Next Meeting Date - September 17, 2020

The meeting was adjourned *sine die* at 12:16 p.m.

President / Chairperson

Secretary

Kathy Lawson

From: Wendy Tilbury <wendy.tilbury@rrdssab.on.ca>
Sent: Friday, August 28, 2020 1:26 PM
To: Kathy Lawson
Cc: 'Sandra Weir'
Subject: [External] RE: FFMNPHC Investment Information

[EXTERNAL] Don't click links or attachments unless you recognize the sender and know the content is safe. You can forward suspicious messages to support@fortfrances.ca.

Hi Kathy,

Per our discussion earlier today this is the contact information for the Encase investment advisor who will be virtually attending the meeting on September 17th.

Name: Marc Deleeuw

Email: mdeleeuw@encasa.ca

Please let me know if you need any other information.

Thank you,

Wendy

Wendy Tilbury, CPA, CGA, MBA
Finance Supervisor
Rainy River DSSAB
450 Scott Street
Fort Frances, ON P9A 1H2
Phone: (807) 274-5349 ext. 244
Toll Free: 1-800-265-5349
Fax: (807) 274-0678
E-Mail: Wendy.Tilbury@rrdssab.on.ca

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-----Original Message-----

From: Kathy Lawson [<mailto:klawson@fortfrances.ca>]
Sent: August-25-20 10:09 AM
To: wendy.tilbury@rrdssab.on.ca; sandraw@rrdssab.on.ca; Fred Sinninghe <freds@rrdssab.on.ca>
Cc: Wendy Brunetta <wbrunetta@fortfrances.ca>
Subject: FW: FFMNPHC Investment Information

Good Morning Ms. Tilbury:

I have been requested to ask if you would be able to attend the next regular meeting of FFMNPHC (September 17th - NOON) to update members on the investments for this portfolio and how the distribution of same is determined.

Please let me know if you are able to attend.

Thank you in advance.

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
May 2020

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance	2020 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	0.00	16,374.90	-16,374.90	0.00	-16,374.90
43-005-04	Miscellaneous	0.00	2,940.40	-2,940.40	0.00	-2,940.40
43-005-10	Forgiveness or Rent Waivers	0.00	-54.00	54.00	0.00	54.00
	Total Rent Revenue	0.00	19,261.30	-19,261.30	0.00	-19,261.30
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	479.08	-479.08	0.00	-479.08
43-020-06	Moveout Charges	0.00	3,027.17	-3,027.17	0.00	-3,027.17
	Total Tenant Recoveries	0.00	3,506.25	-3,506.25	0.00	-3,506.25
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	0.00	0.00	0.00	0.00	0.00
	Total Sundry Revenue	0.00	0.00	0.00	0.00	0.00
	Total Revenue from Operations	0.00	22,767.55	-22,767.55	0.00	-22,767.55
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	0.00	36,014.20	-36,014.20	0.00	-36,014.20
	TOTAL REVENUE	0.00	58,781.75	-58,781.75	0.00	-58,781.75
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	0.00	2,300.20	-2,300.20	0.00	-2,300.20
55-010-03	N. Profit Mgmt.	0.00	5,642.76	-5,642.76	0.00	-5,642.76
55-010-08	Bank Service Charges	0.00	22.81	-22.81	0.00	-22.81
	Total Interest & Other Expenses	0.00	7,965.77	-7,965.77	0.00	-7,965.77
	Total Corporate Costs	0.00	7,965.77	-7,965.77	0.00	-7,965.77
	Services					
55-411-03	RGI & App Fee	0.00	1,079.20	-1,079.20	0.00	-1,079.20
55-443-02	Credit/Collection Expenses	0.00	0.00	0.00	0.00	0.00
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	0.00	0.00	0.00	0.00	0.00
	Total Corporate Services	0.00	0.00	0.00	0.00	0.00
	Insurances					
55-490-03	Property General Liability Ins.	0.00	1,616.05	-1,616.05	0.00	-1,616.05
55-490-05	Directors/Officers Liab. Ins.	0.00	210.05	-210.05	0.00	-210.05
55-490-07	Property/Boiler Ins.	0.00	261.80	-261.80	0.00	-261.80
	Total Insurances	0.00	2,087.90	-2,087.90	0.00	-2,087.90
	Total Services	0.00	3,167.10	-3,167.10	0.00	-3,167.10
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance	2020 YTD Budget	YTD \$ Variance
56-101-03	Allocation to Capital Reserve	0.00	3,628.35	-3,628.35	0.00	-3,628.35
Materials & Services Operating						
	Building Operating					
56-207-02	Building Operating General	0.00	694.10	-694.10	0.00	-694.10
56-207-04	Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-16	Build - O - Move Out Repairs	0.00	0.00	0.00	0.00	0.00
	Total Building Operating	0.00	694.10	-694.10	0.00	-694.10
	Electrical Operating					
56-216-02	Electrical Operating General	0.00	1,138.03	-1,138.03	0.00	-1,138.03
56-216-08	Elect - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Electrical Operating	0.00	1,138.03	-1,138.03	0.00	-1,138.03
	Grounds Operating					
56-231-02	Grounds Operating General	0.00	193.34	-193.34	0.00	-193.34
	Total Grounds Operating	0.00	193.34	-193.34	0.00	-193.34
	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	0.00	599.37	-599.37	0.00	-599.37
	Total Equipment Operating	0.00	599.37	-599.37	0.00	-599.37
	Life Safety System					
56-235-03	Life - O - Emergency	0.00	0.00	0.00	0.00	0.00
	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	0.00	0.00	0.00	0.00	0.00
56-237-08	Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Heating & Ventilation Oper.	0.00	0.00	0.00	0.00	0.00
	Plumbing Operating					
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-12	Plumbing - O - Hot Water Heater	0.00	53.97	-53.97	0.00	-53.97
	Total Plumbing Operating	0.00	53.97	-53.97	0.00	-53.97
	Waste Removal					
56-250-02	Waste Removal General	0.00	77.00	-77.00	0.00	-77.00
	Total Materials & Services Operating	0.00	2,755.81	-2,755.81	0.00	-2,755.81
	Utilities					
56-310-02	Electricity	0.00	0.00	0.00	0.00	0.00
56-315-02	Fuel	0.00	0.00	0.00	0.00	0.00
56-320-02	Water	0.00	3,602.00	-3,602.00	0.00	-3,602.00
	Total Utilities	0.00	3,602.00	-3,602.00	0.00	-3,602.00
	Major Costs					
56-405-02	Municipal Property Taxes	0.00	6,532.01	-6,532.01	0.00	-6,532.01
56-440-02	Debentures/Mortgage Interest	0.00	4,508.29	-4,508.29	0.00	-4,508.29
56-440-03	Debenture/Mortgage Principle	0.00	21,003.61	-21,003.61	0.00	-21,003.61
	Total Major Costs	0.00	32,043.91	-32,043.91	0.00	-32,043.91
	TOTAL EXPENSES	0.00	53,162.94	-53,162.94	0.00	-53,162.94

Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
May 31, 2020

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance
Contribution from Reserves				
45-500-03	Contribution from Reserve Funds	0.00	0.00	0.00
Total Contribution from Reserves		0.00	0.00	0.00
Capital Costs				
56-107-04	Flooring Capital	0.00	0.00	0.00
56-116-02	Electrical Capital	0.00	0.00	0.00
56-131-02	Grounds Capital	0.00	0.00	0.00
56-137-02	Heating & Ventilation Capital	0.00	0.00	0.00
Total Capital Costs		0.00	0.00	0.00
TOTAL SURPLUS (DEFICIT)		0.00	0.00	0.00

Fort Frances Municipal Non-Profit Housing Corporation
 Receivable Aging Report by Property
 As at May 31, 2020

Legal Entity	Property	Current	0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Pre-Payments	Total Owed
FFMNP (Christie) (80888001)		Owed	Owed	Owed	Owed	Owed	Owed		
		0.00	0.00	0.00	0.00	0.00	0.00	-45.00	-45.00
		0.00	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
		0.00	0.00	0.00	0.00	0.00	0.00	-45.00	-45.00
		0.00	0.00	0.00	0.00	0.00	0.00	-155.00	-155.00
		0.00	0.00	0.00	0.00	0.00	0.00	-121.00	-121.00
		977.02	0.00	0.00	297.22	0.00	679.80	0.00	977.02
Total For 80888001		977.02	0.00	0.00	297.22	0.00	679.80	-366.07	610.95
FFMNP (Victoria) (80888002)									
		0.00	0.00	0.00	0.00	0.00	0.00	-710.25	-710.25
		0.00	0.00	0.00	0.00	0.00	0.00	-108.00	-108.00
		0.00	0.00	0.00	0.00	0.00	0.00	-7.00	-7.00
		328.38	0.00	0.00	0.00	0.00	328.38	0.00	328.38
		208.20	0.00	0.00	0.00	0.00	208.20	0.00	208.20
		98.11	98.11	0.00	0.00	0.00	0.00	0.00	98.11
		1,340.00	840.00	500.00	0.00	0.00	0.00	0.00	1,340.00
		1,113.22	0.00	0.00	0.00	0.00	1,113.22	0.00	1,113.22
		8,216.61	0.00	0.00	0.00	3,027.17	5,189.44	0.00	8,216.61
		0.00	0.00	0.00	0.00	0.00	0.00	-183.00	-183.00
		0.00	0.00	0.00	0.00	0.00	0.00	-38.00	-38.00
		-2.00	0.00	0.00	0.00	0.00	-2.00	0.00	-2.00
Total For 80888002		11,302.52	938.11	500.00	0.00	3,027.17	6,837.24	-1,046.25	10,256.27
Grand Total		12,279.54	938.11	500.00	297.22	3,027.17	7,517.04	-1,412.32	10,867.22

Unit Availability Details

FFMNP .all (8088all)

As Of: 05/31/2020

Showing Pre-Leased: No

Showing Occupied: No

Group By: Unit Type

Unit	Tenant	Name	Tenant Rent Monthly	Unit Rent Monthly	Tenant Deposit	Unit Status Deposit	Days Make Vacant Ready	Move In	Hold	Hold Until	Notice	Move Out	Lease Sign	Lease From	Lease To
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Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
June 2020

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance	2020 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	40,680.00	19,596.90	21,083.10	20,340.00	743.10
43-005-04	Miscellaneous	7,200.00	3,540.40	3,659.60	3,600.00	59.60
43-005-10	Forgiveness or Rent Waivers	0.00	-54.00	54.00	0.00	54.00
	Total Rent Revenue	47,880.00	23,083.30	24,796.70	23,940.00	856.70
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	479.08	-479.08	0.00	-479.08
43-020-06	Moveout Charges	0.00	3,027.17	-3,027.17	0.00	-3,027.17
	Total Tenant Recoveries	0.00	3,506.25	-3,506.25	0.00	-3,506.25
	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	225.00	-225.00
	Total Sundry Revenue	450.00	450.00	0.00	225.00	-225.00
	Total Revenue from Operations	48,330.00	27,039.55	21,290.45	24,165.00	-2,874.55
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	86,434.00	43,217.04	43,216.96	43,217.00	-0.04
	TOTAL REVENUE	134,764.00	70,256.59	64,507.41	67,382.00	-2,874.59
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	5,554.00	2,765.04	2,788.96	2,777.00	11.96
55-010-03	N. Profit Mgmt.	13,625.00	6,783.09	6,841.91	6,812.50	29.41
55-010-08	Bank Service Charges	0.00	26.22	-26.22	0.00	-26.22
	Total Interest & Other Expenses	19,179.00	9,574.35	9,604.65	9,589.50	15.15
	Total Corporate Costs	19,179.00	9,574.35	9,604.65	9,589.50	15.15
	Services					
55-411-03	RGI & App Fee	2,590.00	1,295.04	1,294.96	1,295.00	-0.04
55-443-02	Credit/Collection Expenses	0.00	0.00	0.00	0.00	0.00
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	7,648.00	3,182.04	4,465.96	3,824.00	641.96
	Total Corporate Services	7,648.00	3,182.04	4,465.96	3,824.00	641.96
	Insurances					
55-490-03	Property General Liability Ins.	5,011.00	1,939.26	3,071.74	2,505.50	566.24
55-490-05	Directors/Officers Liab. Ins.	0.00	252.06	-252.06	0.00	-252.06
55-490-07	Property/Boiler Ins.	0.00	314.16	-314.16	0.00	-314.16
	Total Insurances	5,011.00	2,505.48	2,505.52	2,505.50	0.02
	Total Services	15,249.00	6,982.56	8,266.44	7,624.50	641.94
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,708.00	4,354.02	4,353.98	4,354.00	-0.02
	Materials & Services Operating					

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
June 2020

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance	2020 YTD Budget	YTD \$ Variance
	Building Operating					
56-207-02	Building Operating General	1,500.00	694.10	805.90	750.00	55.90
56-207-04	Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-16	Build - O - Move Out Repairs	1,000.00	0.00	1,000.00	500.00	500.00
	Total Building Operating	2,500.00	694.10	1,805.90	1,250.00	555.90
	Electrical Operating					
56-216-02	Electrical Operating General	250.00	1,138.03	-888.03	125.00	-1,013.03
56-216-08	Elect - O - Annual Inspections	2,000.00	1,795.66	204.34	1,000.00	-795.66
	Total Electrical Operating	2,250.00	2,933.69	-683.69	1,125.00	-1,808.69
	Grounds Operating					
56-231-02	Grounds Operating General	500.00	193.34	306.66	250.00	56.66
	Total Grounds Operating	500.00	193.34	306.66	250.00	56.66
	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	821.00	599.37	221.63	410.50	-188.87
	Total Equipment Operating	821.00	599.37	221.63	410.50	-188.87
	Life Safety System					
56-235-03	Life - O - Emergency	100.00	0.00	100.00	50.00	50.00
	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	500.00	500.00
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	500.00	500.00
	Plumbing Operating					
56-238-02	Plumbing Operating General	250.00	0.00	250.00	125.00	125.00
56-238-12	Plumbing - O - Hot Water Heater	0.00	53.97	-53.97	0.00	-53.97
	Total Plumbing Operating	250.00	53.97	196.03	125.00	71.03
	Waste Removal					
56-250-02	Waste Removal General	100.00	77.00	23.00	50.00	-27.00
	Total Materials & Services Operating	7,521.00	4,551.47	2,969.53	3,760.50	-790.97
	Utilities					
56-310-02	Electricity	291.00	0.00	291.00	145.50	145.50
56-315-02	Fuel	100.00	0.00	100.00	50.00	50.00
56-320-02	Water	9,032.00	3,602.00	5,430.00	4,516.00	914.00
	Total Utilities	9,423.00	3,602.00	5,821.00	4,711.50	1,109.50
	Major Costs					
56-405-02	Municipal Property Taxes	13,455.00	6,532.01	6,922.99	6,727.50	195.49
56-440-02	Debentures/Mortgage Interest	10,525.00	5,403.49	5,121.51	5,262.50	-140.99
56-440-03	Debenture/Mortgage Principle	50,704.00	25,210.79	25,493.21	25,352.00	141.21
	Total Major Costs	74,684.00	37,146.29	37,537.71	37,342.00	195.71
	TOTAL EXPENSES	134,764.00	66,210.69	68,553.31	67,382.00	1,171.31

Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
June 30, 2020

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance
Contribution from Reserves				
45-500-03	Contribution from Reserve Funds	70,000.00	0.00	70,000.00
Total Contribution from Reserves		70,000.00	0.00	70,000.00
Capital Costs				
56-107-02	Building Capital	60,000.00	0.00	60,000.00
56-107-04	Flooring Capital	10,000.00	0.00	10,000.00
56-116-02	Electrical Capital	0.00	0.00	0.00
56-131-02	Grounds Capital	0.00	0.00	0.00
56-137-02	Heating & Ventilation Capital	0.00	0.00	0.00
Total Capital Costs		70,000.00	0.00	70,000.00
TOTAL SURPLUS (DEFICIT)		0.00	0.00	0.00

Fort Frances Municipal Non-Profit Housing Corporation
Receivable Aging Report by Property
As at June 30, 2020

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
		0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00	-1,000.00
		0.00	0.00	0.00	0.00	0.00	0.00	-155.00	-155.00
		14.00	14.00	0.00	0.00	0.00	0.00	0.00	14.00
		977.02	0.00	0.00	0.00	297.22	679.80	0.00	977.02
Total For 80888001		991.02	14.00	0.00	0.00	297.22	679.80	-1,155.07	-164.05
FFMNP (Victoria) (80888002)									
		0.00	0.00	0.00	0.00	0.00	0.00	-665.25	-665.25
		0.00	0.00	0.00	0.00	0.00	0.00	-108.00	-108.00
		0.00	0.00	0.00	0.00	0.00	0.00	-7.00	-7.00
		328.38	0.00	0.00	0.00	0.00	328.38	0.00	328.38
		208.20	0.00	0.00	0.00	0.00	208.20	0.00	208.20
		188.11	188.11	0.00	0.00	0.00	0.00	0.00	188.11
		1,113.22	0.00	0.00	0.00	0.00	1,113.22	0.00	1,113.22
		8,216.61	0.00	0.00	0.00	0.00	8,216.61	0.00	8,216.61
		0.00	0.00	0.00	0.00	0.00	0.00	-183.00	-183.00
		0.00	0.00	0.00	0.00	0.00	0.00	-38.00	-38.00
		-2.00	0.00	0.00	0.00	0.00	-2.00	0.00	-2.00
Total For 80888002		10,052.52	188.11	0.00	0.00	0.00	9,864.41	-1,001.25	9,051.27
Grand Total		11,043.54	202.11	0.00	0.00	297.22	10,544.21	-2,156.32	8,887.22

Unit Availability Details

FFMNP .all (8088all)

As Of: 06/30/2020

Showing Pre-Leased: No

Showing Occupied: No

Group By: UnitType

Unit	Tenant	Name	Tenant	Rent	Tenant	Unit	Rent	Tenant	Unit	Status	Unit	Make	Days	Ready	Move	In	Hold	Notice	Move	Out	Sign	Lease	From	Lease	To
Monthly																									
FFMNP (Victoria) (80888002) - Notice Unrented																									
UnitType: (2bdfmnp) 2 bedroom FFMNP (Victoria)																									
812						590.00					0.00					30/07/2020									
						590.00										24/08/2018									
Units Count:																									
						590.00																			
Total																									
						590.00																			
Total for 80888002																									
						590.00																			
Grand Total Count																									
						590.00																			

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
July 2020

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance	2020 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	40,680.00	22,079.90	18,600.10	23,730.00	1,650.10
43-005-04	Miscellaneous	7,200.00	4,080.40	3,119.60	4,200.00	119.60
43-005-10	Forgiveness or Rent Walvers	0.00	-54.00	54.00	0.00	54.00
	Total Rent Revenue	47,880.00	26,106.30	21,773.70	27,930.00	1,823.70
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	567.16	-567.16	0.00	-567.16
43-020-06	Moveout Charges	0.00	3,027.17	-3,027.17	0.00	-3,027.17
	Total Tenant Recoveries	0.00	3,594.33	-3,594.33	0.00	-3,594.33
	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	262.50	-187.50
	Total Sundry Revenue	450.00	450.00	0.00	262.50	-187.50
	Total Revenue from Operations	48,330.00	30,150.63	18,179.37	28,192.50	-1,958.13
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	86,434.00	50,419.88	36,014.12	50,419.83	-0.05
	TOTAL REVENUE	134,764.00	80,570.51	54,193.49	78,612.33	-1,958.18
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	5,554.00	3,229.88	2,324.12	3,239.83	9.95
55-010-03	N. Profit Mgmt.	13,625.00	7,923.42	5,701.58	7,947.92	24.50
55-010-08	Bank Service Charges	0.00	27.98	-27.98	0.00	-27.98
	Total Interest & Other Expenses	19,179.00	11,181.28	7,997.72	11,187.75	6.47
	Total Corporate Costs	19,179.00	11,181.28	7,997.72	11,187.75	6.47
	Services					
55-411-03	RGI & App Fee	2,590.00	1,510.88	1,079.12	1,510.83	-0.05
55-443-02	Credit/Collection Expenses	0.00	0.00	0.00	0.00	0.00
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	7,648.00	3,182.04	4,465.96	4,461.33	1,279.29
	Total Corporate Services	7,648.00	3,182.04	4,465.96	4,461.33	1,279.29
	Insurances					
55-490-03	Property General Liability Ins.	5,011.00	2,262.47	2,748.53	2,923.08	660.61
55-490-05	Directors/Officers Liab. Ins.	0.00	294.07	-294.07	0.00	-294.07
55-490-07	Property/Boller Ins.	0.00	366.52	-366.52	0.00	-366.52
	Total Insurances	5,011.00	2,923.06	2,087.94	2,923.08	0.02
	Total Services	15,249.00	7,615.98	7,633.02	8,895.25	1,279.27
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,708.00	5,079.69	3,628.31	5,079.67	-0.02
	Materials & Services Operating					

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
July 2020

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance	2020 YTD Budget	YTD \$ Variance
	Building Operating					
56-207-02	Building Operating General	1,500.00	694.10	805.90	875.00	180.90
56-207-04	Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-16	Build - O - Move Out Repairs	1,000.00	0.00	1,000.00	583.33	583.33
	Total Building Operating	2,500.00	694.10	1,805.90	1,458.33	764.23
	Electrical Operating					
56-216-02	Electrical Operating General	250.00	1,138.03	-888.03	145.83	-992.20
56-216-08	Elect - O - Annual Inspections	2,000.00	1,795.66	204.34	1,166.67	-628.99
	Total Electrical Operating	2,250.00	2,933.69	-683.69	1,312.50	-1,621.19
	Grounds Operating					
56-231-02	Grounds Operating General	500.00	193.34	306.66	291.67	98.33
	Total Grounds Operating	500.00	193.34	306.66	291.67	98.33
	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	821.00	599.37	221.63	478.92	-120.45
	Total Equipment Operating	821.00	599.37	221.63	478.92	-120.45
	Life Safety System					
56-235-03	Life - O - Emergency	100.00	0.00	100.00	58.33	58.33
	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	583.33	583.33
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	583.33	583.33
	Plumbing Operating					
56-238-02	Plumbing Operating General	250.00	0.00	250.00	145.83	145.83
56-238-12	Plumbing - O - Hot Water Heater	0.00	53.97	-53.97	0.00	-53.97
	Total Plumbing Operating	250.00	53.97	196.03	145.83	91.86
	Waste Removal					
56-250-02	Waste Removal General	100.00	95.00	5.00	58.33	-36.67
	Total Materials & Services Operating	7,521.00	4,569.47	2,951.53	4,387.25	-182.22
	Utilities					
56-310-02	Electricity	291.00	0.00	291.00	169.75	169.75
56-315-02	Fuel	100.00	0.00	100.00	58.33	58.33
56-320-02	Water	9,032.00	5,403.00	3,629.00	5,268.67	-134.33
	Total Utilities	9,423.00	5,403.00	4,020.00	5,496.75	93.75
	Major Costs					
56-405-02	Municipal Property Taxes	13,455.00	6,532.01	6,922.99	7,848.75	1,316.74
56-440-02	Debentures/Mortgage Interest	10,525.00	6,262.17	4,262.83	6,139.58	-122.59
56-440-03	Debenture/Mortgage Principle	50,704.00	29,454.49	21,249.51	29,577.33	122.84
	Total Major Costs	74,684.00	42,248.67	32,435.33	43,565.67	1,317.00
	TOTAL EXPENSES	134,764.00	76,098.09	58,665.91	78,612.33	2,514.24

Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
July 31, 2020

		2020 Approved Budget	2020 YTD Actual (Unaudited)	\$ Variance
Contribution from Reserves				
45-500-03	Contribution from Reserve Funds	70,000.00	0.00	70,000.00
Total Contribution from Reserves		70,000.00	0.00	70,000.00
Capital Costs				
56-107-02	Building Capital	60,000.00	0.00	60,000.00
56-107-04	Flooring Capital	10,000.00	0.00	10,000.00
56-116-02	Electrical Capital	0.00	0.00	0.00
56-131-02	Grounds Capital	0.00	0.00	0.00
56-137-02	Heating & Ventilation Capital	0.00	0.00	0.00
Total Capital Costs		70,000.00	0.00	70,000.00
TOTAL SURPLUS (DEFICIT)		0.00	0.00	0.00

Fort Frances Municipal Non-Profit Housing Corporation
Receivable Aging Report by Property
As at July 31, 2020

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
		0.00	0.00	0.00	0.00	0.00	0.00	-417.00	-417.00
		22.04	22.04	0.00	0.00	0.00	0.00	0.00	22.04
		0.00	0.00	0.00	0.00	0.00	0.00	-1.00	-1.00
		977.02	0.00	0.00	0.00	0.00	977.02	0.00	977.02
Total For 80888001		999.06	22.04	0.00	0.00	0.00	977.02	-418.07	580.99
FFMNP (Victoria) (80888002)									
		0.00	0.00	0.00	0.00	0.00	0.00	-814.25	-814.25
		0.00	0.00	0.00	0.00	0.00	0.00	-108.00	-108.00
		0.00	0.00	0.00	0.00	0.00	0.00	-7.00	-7.00
		328.38	0.00	0.00	0.00	0.00	328.38	0.00	328.38
		208.20	0.00	0.00	0.00	0.00	208.20	0.00	208.20
		188.11	183.00	5.11	0.00	0.00	0.00	0.00	188.11
		22.04	22.04	0.00	0.00	0.00	0.00	0.00	22.04
		1,113.22	0.00	0.00	0.00	0.00	1,113.22	0.00	1,113.22
		8,216.61	0.00	0.00	0.00	0.00	8,216.61	0.00	8,216.61
		0.00	0.00	0.00	0.00	0.00	0.00	-183.00	-183.00
		0.00	0.00	0.00	0.00	0.00	0.00	-155.00	-155.00
		-2.00	0.00	0.00	0.00	0.00	-2.00	0.00	-2.00
Total For 80888002		10,074.56	205.04	5.11	0.00	0.00	9,864.41	-1,267.25	8,807.31
Grand Total		11,073.62	227.08	5.11	0.00	0.00	10,841.43	-1,685.32	9,388.30



ISSUE SHEET

10 September, 2020

Prepared by Sandra Weir

Integrated Services Manager

Fort Frances Municipal Non Profit Housing Corp.

2021 Rental Increase Guideline

Issue

Each year the Ontario government announces the province's rent increase guideline for the following year. The annual rent increase guideline is the maximum percentage by which a landlord can increase the rent for most tenants without approval from the Landlord and Tenant Board.

The 2021 rent increase guideline is 1.5 per cent.

Background

2014 – increase (.8%)
2015 - same
2016 - increase (2%)
2017 – increase (1.5%)
2018- same
2019 – increase (1.8)
2020 – increase (2.2)

Comparisons

2020 Market Rent Comparison

FAITH	(2 bedroom) - \$ 807	(3 bedroom) - \$861
6 th & Webster	(2 bedroom) - \$ 712	(3 bedroom) - \$736
4 th Street	(2 bedroom) - \$ 708	(3 bedroom) - \$821
Armit Ave		(3 bedroom)- \$821

DSSAB family units & FAITH will be recommending an increase of 1.5 % for 2021.

Current Market Rent

2 Bedroom - \$755
3 Bedroom - \$807

1.5% increase

2 bedroom - \$766
3 bedroom - \$819

NOTE: Tenants are responsible for gas, hydro, sewer & water. Fridge & stove

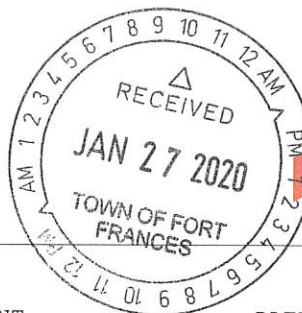
included. Tenants are also responsible for lawn mowing and snow removal.

Additional Information

On August 28, 2020, the government announced that it will be bringing forward legislation this Fall that, if passed, would freeze rents at 2020 levels so that the vast majority of tenants will not face an increase in 2021. The legislation would apply to all renters covered by the *Residential Tenancies Act*, including those who did not have rent-controlled units before.

RECOMMENDATION:

That the Fort Frances Municipal Non Profit Housing Corporation board of directors approves a 1.5% Market Rent increase for 2021.



Tel./Tél.: 613-748-2000

cmhc.ca

STATEMENT OF ACCOUNT

DATE: 2019-12-31

TRAVIS ROB EXT. 252
320 PORTAGE AVE
FORT FRANCES ON P7A 3P9

PROPERTY ADDRESS
FORT FRANCES MUN N/PHSG CORP
808-818 VICTORIA 811-817 CHRISTIE A
FORT FRANCES ON P9A 1G7

CMHC ACCOUNT NUMBER: 18188144

OPERATOR ID: DLOTT05P

CURRENT MORTGAGE TERMS

AMT LAST RENW: 544,810.81 MATURITY DATE: 2028-12-01 AMORT. PERIOD: 09 11
INTEREST RATE: 2.2200 RENEWAL DATE : 2024-01-01 LOAN TERM : 05 00
PAYMENT AMT : 5,102.38 PREV. YE INT.: 979.39
ANNUAL STATEMENT OF ACCOUNT FOR THE PERIOD: 2019-01-01 TO 2019-12-31

	PRINCIPAL & INTEREST	TAXES	OTHER
BALANCE AT 2019-01-01 (NOT INCLUDING ACCRUED INTEREST)	548,906.94		
TOTAL ADVANCES			
AMOUNTS CREDITED			
Payments / Adjustments	-61,201.70		
INTEREST CHARGED IN PERIOD			
Interest	11,577.24		
AMOUNT CHARGED			
BALANCE OUTSTANDING AT 2019-12-31 (not including accrued interest)	499,282.48		
ACCRUED INTEREST			
For 2019-12-01 to 2019-12-31 (to be charged on 2020-01-01)	937.07		
BALANCE OUTSTANDING (including accrued interest)	500,219.55		

REMARKS: PLEASE FORWARD THIS ANNUAL STATEMENT TO YOUR ACCOUNTANTS OR AUDITORS.
CMHC TELEPHONE : 1-877-551-2642

This statement is provided for information purposes only and is not intended to be used for assumption, prepayment, discharge or other legal purposes.

Loans not having reached the Interest Adjustment Date (IAD) will be charged a floating interest rate reset monthly.

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)