

TOWN OF FORT FRANCES

Fort Frances Municipal Non Profit Housing Corporation

AGENDA - December 15, 2021, 11:30 AM

MEETING - Committee Room - Civic Centre

Page

1. Call to Order/Roll Call

1.1 Appointment of Officers for 2021:

President/Chair:

Vice- President/Vice Chair:

Treasurer:

Secretary:

2. Approval of Agenda as presented.

2.1 Annual General Meeting dated December 15, 2021

3. Disclosure of pecuniary interest and the general nature thereof

4. Approval of Previous Minutes

4.1 Session no 3 - 29 September 2021

3 - 4

5. Items Referred - None

6. New Business

6.1 Appointment of Auditors for the Current Year - BDO

6.2 Current Year 4th Quarter Financial Statements

5 - 14

Month ending September 30, 2021

Month ending October 31, 2021

7. Standing Items - None

8. In-Camera - None

9. Adjourn / Next Meeting Date - 17 March 2022

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TOWN OF FORT FRANCES

MINUTES

SESSION NO. #3

September 29, 2021

The meeting of Fort Frances Municipal Non-Profit Housing Corporation of the Town of Fort Frances was held virtually in the Committee Room - Civic Centre on September 29, 2021 from 1210 hrs to 1224 hrs.

PRESENT: Debbie McTaggart, Gwen Beadle, Charlene Mallory, Wendy Brunetta, Andrew Hallikas

ALSO PRESENT: Sandra Weir, Fred Sinninghe, Wendy Tilbury, DSSAB

REGRETS: Gord McBride, Cami Grey

1. Call to Order @ 1210 hrs / Roll Call

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

3. Approval of Agenda as presented.

3.1 Accepted as presented

- 11 Brunetta - Hallikas THAT the Fort Frances Municipal Non Profit Housing Corporation Board of Directors approve the September 30th, 2021 agenda as prepared.

CARRIED

4. Approval of Previous Minutes

4.1 Session #2 - 25 June 2021

- 12 BEADLE - HALLIKAS THAT the Fort Frances Municipal Non Profit Housing Corporation Board of Directors approve the minutes of the Board Meeting dated June 25th, 2021 as presented.

CARRIED

5. New Business

5.1 3rd Quarter Financial Statements

- 13 Brunetta - Beadle THAT the Fort Frances Municipal Non Profit Housing Corporation Board of Directors recommend to Council approval the current year 3rd Quarter Financial Statements for the months of June 2021, July 2021 and August 2021 for the Fort Frances Municipal Non-Profit Housing Corporation.

CARRIED

5.2 Issue Sheet - 2022 Rental Increase Guideline

- 14 Hallikas - Brunetta THAT the Fort Frances Municipal Non Profit Housing Corporation Board of Directors approve a 1.2% increase in Market Rent for 2022.

CARRIED

6. Standing Items - none

7. Adjourn / Next Meeting Date - 16 December 2021

7.1 The meeting adjourned at 1224 hrs

- 15 Hallikas - Beadle THAT the Fort Frances Municipal Non Profit Housing Corporation Board of Directors approve the motion to adjourn the meeting of September 29th, 2021.
CARRIED

President / Chairperson

Secretary

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
September 2021

		2021 Approved Budget	2021 YTD Actual (Unaudited)	\$ Variance	2021 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	29,508.00	25,911.00	3,597.00	22,131.00	-3,780.00
43-005-04	Miscellaneous	7,200.00	5,400.00	1,800.00	5,400.00	0.00
	Total Rent Revenue	36,708.00	31,311.00	5,397.00	27,531.00	-3,780.00
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	69.00	-69.00	0.00	-69.00
	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	675.00	-225.00	337.50	-337.50
	Total Sundry Revenue	450.00	675.00	-225.00	337.50	-337.50
	Total Revenue from Operations	37,158.00	32,055.00	5,103.00	27,868.50	-4,186.50
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	97,776.00	73,332.00	24,444.00	73,332.00	0.00
	TOTAL REVENUE	134,934.00	105,387.00	29,547.00	101,200.50	-4,186.50
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	19,260.00	4,232.34	15,027.66	14,445.00	10,212.66
55-010-03	N. Profit Mgmt.	0.00	10,382.67	-10,382.67	0.00	-10,382.67
55-010-08	Bank Service Charges	0.00	75.13	-75.13	0.00	-75.13
	Total Interest & Other Expenses	19,260.00	14,690.14	4,569.86	14,445.00	-245.14
	Total Corporate Costs	19,260.00	14,690.14	4,569.86	14,445.00	-245.14
	Services					
55-411-02	Advertising	0.00	251.55	-251.55	0.00	-251.55
55-411-03	RGI & App Fee	2,667.00	2,000.25	666.75	2,000.25	0.00
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	8,110.00	8,305.65	-195.65	6,082.50	-2,223.15
	Total Corporate Services	8,110.00	8,305.65	-195.65	6,082.50	-2,223.15
	Insurances					
55-490-03	Property General Liability Ins.	5,786.00	3,270.78	2,515.22	4,339.50	1,068.72
55-490-05	Directors/Officers Liab. Ins.	0.00	541.35	-541.35	0.00	-541.35
55-490-07	Property/Boiler Ins.	0.00	527.58	-527.58	0.00	-527.58
	Total Insurances	5,786.00	4,339.71	1,446.29	4,339.50	-0.21
	Total Services	16,563.00	14,897.16	1,665.84	12,422.25	-2,474.91
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,671.00	6,503.22	2,167.78	6,503.25	0.03

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
September 2021

	2021 Approved Budget	2021 YTD Actual (Unaudited)	\$ Variance	2021 YTD Budget	YTD \$ Variance
Materials & Services Operating					
Building Operating					
56-207-02 Building Operating General	730.00	0.00	730.00	547.50	547.50
56-207-04 Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-14 Build - O - General Hardware	0.00	177.66	-177.66	0.00	-177.66
56-207-16 Build - O - Move Out Repairs	0.00	0.00	0.00	0.00	0.00
Total Building Operating	730.00	177.66	552.34	547.50	369.84
Electrical Operating					
56-216-02 Electrical Operating General	600.00	0.00	600.00	450.00	450.00
56-216-08 Elect - O - Annual Inspections	2,000.00	1,822.13	177.87	1,500.00	-322.13
Total Electrical Operating	2,600.00	1,822.13	777.87	1,950.00	127.87
Grounds Operating					
56-231-02 Grounds Operating General	250.00	0.00	250.00	187.50	187.50
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	345.98	-345.98	0.00	-345.98
56-237-06 Heating - O - Furnace Cleaning	0.00	0.00	0.00	0.00	0.00
56-237-08 Heating - O - Annual Inspections	1,000.00	0.00	1,000.00	750.00	750.00
Total Heating & Ventilation Oper.	1,000.00	345.98	654.02	750.00	404.02
Plumbing Operating					
56-238-02 Plumbing Operating General	250.00	0.00	250.00	187.50	187.50
56-238-12 Plumbing - O - Hot Water Heater	55.00	0.00	55.00	41.25	41.25
Total Plumbing Operating	305.00	0.00	305.00	228.75	228.75
Waste Removal					
56-250-02 Waste Removal General	100.00	85.48	14.52	75.00	-10.48
Total Materials & Services Operating	6,085.00	2,431.25	3,653.75	4,563.75	2,132.50
Utilities					
56-310-02 Electricity	253.00	-21.57	274.57	189.75	211.32
56-315-02 Fuel	236.00	0.00	236.00	177.00	177.00
56-320-02 Water	9,299.00	7,388.00	1,911.00	6,974.25	-413.75
Total Utilities	9,788.00	7,366.43	2,421.57	7,341.00	-25.43
Major Costs					
56-405-02 Municipal Property Taxes	13,338.44	12,951.85	386.59	10,003.83	-2,948.02
56-440-02 Debentures/Mortgage Interest	9,386.62	7,152.81	2,233.81	7,039.97	-112.85
56-440-03 Debenture/Mortgage Principle	51,841.94	38,768.61	13,073.33	38,881.46	112.85
Total Major Costs	74,567.00	58,873.27	15,693.73	55,925.25	-2,948.02

Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
September 30, 2021

		2021 Approved Budget	2021 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-	Building Capital	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 September, 2021

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	-832.00	-832.00
		22.04	0.00	0.00	0.00	0.00	22.04	0.00	22.04
		0.00	0.00	0.00	0.00	0.00	0.00	-200.00	-200.00
		144.00	144.00	0.00	0.00	0.00	0.00	0.00	144.00
		977.02	0.00	0.00	0.00	0.00	977.02	0.00	977.02
Total For 80888001		1,143.06	144.00	0.00	0.00	0.00	999.06	-1,032.07	110.99
FFMNP (Victoria) (80888002)									
		0.00	0.00	0.00	0.00	0.00	0.00	-298.25	-298.25
		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	-7.00	-7.00
		328.38	0.00	0.00	0.00	0.00	328.38	0.00	328.38
		361.11	193.00	168.11	0.00	0.00	0.00	0.00	361.11
		0.00	0.00	0.00	0.00	0.00	0.00	-0.01	-0.01
		0.00	0.00	0.00	0.00	0.00	0.00	-575.00	-575.00
		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	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	-189.00	-189.00
		-2.00	0.00	0.00	0.00	0.00	-2.00	0.00	-2.00
Total For 80888002		10,017.32	193.00	168.11	0.00	0.00	9,656.21	-1,435.26	8,582.06
Grand Total		11,160.38	337.00	168.11	0.00	0.00	10,655.27	-2,467.33	8,693.05

Unit Availability Details

FFMNP .all (.8068aall)
As Of: 09/30/2021
Showing Pre-Leased: No
Showing Occupied: No
Group By: UnitType

Unit	Tenant	Name	Tenant Rent Monthly	Unit Rent Monthly	Tenant Deposit	Unit Status Deposit	Days Make Vacant Ready	Move In	Hold Until	Notice	Move Out	Lease Sign	Lease From	Lease To
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Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
October 2021

		2021 Approved Budget	2021 YTD Actual (Unaudited)	\$ Variance	2021 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	29,508.00	28,790.00	718.00	24,590.00	-4,200.00
43-005-04	Miscellaneous	7,200.00	6,000.00	1,200.00	6,000.00	0.00
	Total Rent Revenue	36,708.00	34,790.00	1,918.00	30,590.00	-4,200.00
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	69.00	-69.00	0.00	-69.00
	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	675.00	-225.00	375.00	-300.00
	Total Sundry Revenue	450.00	675.00	-225.00	375.00	-300.00
	Total Revenue from Operations	37,158.00	35,534.00	1,624.00	30,965.00	-4,569.00
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	97,776.00	81,480.00	16,296.00	81,480.00	0.00
	TOTAL REVENUE	134,934.00	117,014.00	17,920.00	112,445.00	-4,569.00
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	19,260.00	4,232.34	15,027.66	16,050.00	11,817.66
55-010-03	N. Profit Mgmt.	0.00	10,382.67	-10,382.67	0.00	-10,382.67
55-010-08	Bank Service Charges	0.00	78.07	-78.07	0.00	-78.07
	Total Interest & Other Expenses	19,260.00	14,693.08	4,566.92	16,050.00	1,356.92
	Total Corporate Costs	19,260.00	14,693.08	4,566.92	16,050.00	1,356.92
	Services					
55-411-02	Advertising	0.00	251.55	-251.55	0.00	-251.55
55-411-03	RGI & App Fee	2,667.00	2,222.50	444.50	2,222.50	0.00
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	8,110.00	8,305.65	-195.65	6,758.33	-1,547.32
	Total Corporate Services	8,110.00	8,305.65	-195.65	6,758.33	-1,547.32
	Insurances					
55-490-03	Property General Liability Ins.	5,786.00	3,634.20	2,151.80	4,821.67	1,187.47
55-490-05	Directors/Officers Liab. Ins.	0.00	601.50	-601.50	0.00	-601.50
55-490-07	Property/Boiler Ins.	0.00	586.20	-586.20	0.00	-586.20
	Total Insurances	5,786.00	4,821.90	964.10	4,821.67	-0.23
	Total Services	16,563.00	15,601.60	961.40	13,802.50	-1,799.10
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,671.00	7,225.80	1,445.20	7,225.83	0.03

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
October 2021

		2021 Approved Budget	2021 YTD Actual (Unaudited)	\$ Variance	2021 YTD Budget	YTD \$ Variance
Materials & Services Operating						
Building Operating						
56-207-02	Building Operating General	730.00	0.00	730.00	608.33	608.33
56-207-04	Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-14	Build - O - General Hardware	0.00	177.66	-177.66	0.00	-177.66
56-207-16	Build - O - Move Out Repairs	0.00	0.00	0.00	0.00	0.00
	Total Building Operating	730.00	177.66	552.34	608.33	430.67
Electrical Operating						
56-216-02	Electrical Operating General	600.00	0.00	600.00	500.00	500.00
56-216-08	Elect - O - Annual Inspections	2,000.00	1,822.13	177.87	1,666.67	-155.46
	Total Electrical Operating	2,600.00	1,822.13	777.87	2,166.67	344.54
Grounds Operating						
56-231-02	Grounds Operating General	250.00	0.00	250.00	208.33	208.33
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	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	345.98	-345.98	0.00	-345.98
56-237-06	Heating - O - Furnace Cleaning	0.00	0.00	0.00	0.00	0.00
56-237-08	Heating - O - Annual Inspections	1,000.00	0.00	1,000.00	833.33	833.33
	Total Heating & Ventilation Oper.	1,000.00	345.98	654.02	833.33	487.35
Plumbing Operating						
56-238-02	Plumbing Operating General	250.00	0.00	250.00	208.33	208.33
56-238-12	Plumbing - O - Hot Water Heater	55.00	0.00	55.00	45.83	45.83
	Total Plumbing Operating	305.00	0.00	305.00	254.17	254.17
Waste Removal						
56-250-02	Waste Removal General	100.00	85.48	14.52	83.33	-2.15
	Total Materials & Services Operating	6,085.00	2,431.25	3,653.75	5,070.83	2,639.58
Utilities						
56-310-02	Electricity	253.00	-21.57	274.57	210.83	232.40
56-315-02	Fuel	236.00	0.00	236.00	196.67	196.67
56-320-02	Water	9,299.00	7,388.00	1,911.00	7,749.17	361.17
	Total Utilities	9,788.00	7,366.43	2,421.57	8,156.67	790.24
Major Costs						
56-405-02	Municipal Property Taxes	13,338.44	12,951.85	386.59	11,115.37	-1,836.48
56-440-02	Debentures/Mortgage Interest	9,386.62	7,992.42	1,394.20	7,822.18	-170.24
56-440-03	Debenture/Mortgage Principle	51,841.94	43,031.38	8,810.56	43,201.62	170.24
	Total Major Costs	74,567.00	63,975.65	10,591.35	62,139.17	-1,836.48

Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
October 31, 2021

		2021 Approved Budget	2021 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-	Building Capital	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 October 31, 2021

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	-642.00	-642.00
		22.04	0.00	0.00	0.00	0.00	22.04	0.00	22.04
		0.00	0.00	0.00	0.00	0.00	0.00	-45.00	-45.00
		144.00	144.00	0.00	0.00	0.00	0.00	0.00	144.00
		977.02	0.00	0.00	0.00	0.00	977.02	0.00	977.02
Total For 80888001		1,143.06	144.00	0.00	0.00	0.00	999.06	-687.07	455.99
FFMNP (Victoria) (80888002)									
		0.00	0.00	0.00	0.00	0.00	0.00	-298.25	-298.25
		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
		0.00	0.00	0.00	0.00	0.00	0.00	-193.00	-193.00
		0.00	0.00	0.00	0.00	0.00	0.00	-0.01	-0.01
		0.00	0.00	0.00	0.00	0.00	0.00	-45.00	-45.00
		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	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	-189.00	-189.00
		-2.00	0.00	0.00	0.00	0.00	-2.00	0.00	-2.00
Total For 80888002		9,656.21	0.00	0.00	0.00	0.00	9,656.21	-915.26	8,740.95
Grand Total		10,799.27	144.00	0.00	0.00	0.00	10,655.27	-1,602.33	9,196.94

Unit Availability Details

FFMNP .all (.8088all)

As Of: 10/31/2021

Showing Pre-Leased: No

Showing Occupied: No

Group By: UnitType

Page 1

Unit	Tenant	Name	Tenant Rent Monthly	Unit Rent Monthly	Tenant Deposit	Unit Status Deposit	Days Make Vacant Ready	Move In	Hold Unit	Notice	Move Out	Lease Sign	Lease From	Lease To
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