

TOWN OF FORT FRANCES

FORT FRANCES MUNICIPAL NON-PROFIT HOUSING

AGENDA - Session No. 1 - March 16, 2017 11:30 a.m.

MEETING -Committee Room - Civic Centre

Page

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.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Agenda**
 - 4.1 Session No. 1 dated March 16, 2017.
5. **Approval of Previous Minutes**
 - 5.1 Session No. 4 - Annual General Meeting dated December 15th, 2016. 2 - 3
6. **New Business**
 - 6.1 Tender 17-AF-01 - Full Property Management Services - Submission from RRDSSAB. 4 - 25
 - 6.2 Draft Agreement - Full Property Management Services. 26 - 39
 - 6.3 Current 4th Quarter Financials. 40 - 49
7. **Standing Items**
 - 7.1 Annual Meeting Template. 50
8. **Non-agenda Items**
10. **Adjourn / Next Meeting Date - June 15, 2017**

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 12:29 p.m. / March 16, 2017

President/Chairperson

Secretary



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

28 February, 2017

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

Dear Mr. Brown:

RE: RFP17-AF-01:

Full Property Management of Fort Frances Municipal Non-Profit Housing Corporation

Please find enclosed our tender submission for 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,

Sandra Weir, Integrated Services Manager, RRDSSAB

/enc

cc: Dan McCormick, Chief Administrative Officer, RRDSSAB

1. INTRODUCTION
2. WORKPLACE SAFETY AND NSURANCE BOARD
3. INSURANCE
4. RRDSSAB PROFILE/QUALIFICATION
5. EXPERIENCE
6. MANAGEMENT PLAN
7. FINANCIAL
8. QUALITY ASSURANCE
9. LEGISLATIVE REQUIREMENTS
10. CONFLICT OF INTEREST
11. APPENDICES

"B" Qualification form

"C" Bid Form

Sample templates to be used to report to FFMNPHC

1. INTRODUCTION

The Rainy River District Social Services Administration Board (RRDSSAB) is pleased to submit a proposal for full property management services of the Fort Frances Municipal Non-Profit Housing Corporation (FFMNPHC) rent-geared-to-income project, located at 808 - 818 Victoria Avenue and 811 – 817 Christie Avenue in Fort Frances, Ontario.

2. Workplace Safety and Insurance Board

The RRDSSAB will maintain current good standing with the Workers Safety and Insurance Board (WSIB) and other government agencies having jurisdiction over the FFMNPHC

3. Insurance

The RRDSSAB shall continue to maintain insurance during the term of the contract. Our insurance shall include protective liability insurance which includes; hazards, premise operations, products, operation, protection and personal injury, and public liability insurance. Included in the insurance shall be the FFMNPHC as an additional insured and in the case of such Public Liability Insurance shall contain provision for cross liability as between the FFMNPHC and RRDSSAB. The RRDSSAB shall carry a commercial General Liability of \$5,000,000.00.

RRDSSAB Insurance Company: Frank Cowan Company Limited

RRDSSAB Broker: Gillon's Insurance

4. RRDSSAB PROFILE

The RRDSSAB is one of ten northern service managers, known as District Social Services Administration Boards, responsible for the management of social and community health services, including Social Housing. The RRDSSAB is governed by the *District Social Services Administration Board Act* and, in its role as Service Manager for Non-Profit Housing, by the *Housing Services Act (HSA)* and its associated regulations.

The RRDSSAB received its official designation on 01 February, 1999 and, since that time, has assumed responsibility for Ontario Works, Child Care, Social Housing, Land Ambulance, and other related programs and services.

The RRDSSAB encompasses ten (10) member municipalities and three (3) unincorporated member electoral areas including:

- Township of Alberton;
- Township of Atikokan;
- Township of Chapple;
- Township of Dawson;
- Township of Emo;
- Town of Fort Frances;
- Township of LaVallee;
- Township of Lake of the Woods;
- Township of Morley;
- Town of Rainy River;
- Rainy River District Central (unincorporated);
- Rainy River District East (U); and
- Rainy River District West (U).

On 14 December, 2000, the Social Housing Reform Act (SHRA) 2000 was proclaimed which allowed for the transfer of administrative responsibilities for social housing from the province to the municipal level. The initial transfer occurred on 01 January, 2001 at which time the responsibility for the administration of the entire public housing portfolio was transferred to the Rainy River DSSAB, including the former Local Housing Authority staff, real property, moveable assets, and all third party agreements. In May 2001, the responsibility for Non-Profit Housing came under the umbrella of the RRDSSAB. In 2011 the *Housing Services Act* (HSA) replaced the SHRA 2000, however; the roles and responsibilities for the Non-Profits remained the same.

The Non-Profit Housing portfolio in the Rainy River District is managed by the RRDSSAB Integrated Services Manager (Housing Lead), together with a combination of full and partial support staff including the Asset Management & Maintenance Department, Finance Department, Integrated Caseworkers, Eligibility Review Officer/Family Support Worker and other Human Resource and health and safety-related personnel.

The RRDSSAB main office is located at 450 Scott Street, Fort Frances and a satellite office at the Rawn Road Centre in Atikokan.

RRDSSAB staff responsible for the delivery of Social Housing Services in the District, at the present time, include:

- Mrs. Sandra Weir, Integrated Services Manager;
To provide overall management functions for RRDSSAB housing units and Non-Profit Housing Providers in accordance with appropriate legislation and standards, and Board policies and procedures; and delivery of social housing and other related programs throughout the Rainy River District.
- Ms. Michelle Shute, Supervisor of infrastructure & asset management;
Responsible for the management, planning and evaluation of infrastructure and asset management program, preventative maintenance activities, capital planning, building condition and maintenance audits.
- Ms. Maureen Thomson, Asset Management Assistant;
- Mrs. Michelle Jewell, Integrated Caseworker;
- Ms. Kim Tarrant, Integrated Caseworker;
- Mr. Gary Godin, Eligibility Review Officer/Family Support Worker;
- Mr. Fred Sinninghe, Financial Analyst
- Mrs. Leanne Eluik, Director of Finance & Asset Management;
- Mrs. Shelley Shute, Director of Integrated Services;
- Mr. Dan McCormick, CAO
- Mr. Dan Sutton, Information Systems Officer;
- Mrs. Joanne Spence, Human Resource Officer; and
- Several Maintenance/Custodial Staff.

The RRDSSAB directly manages, administers and owns two hundred and ninety six (296) rent-geared-to-income (RGI) public housing units in the Rainy River District. The RRDSSAB also currently provides direct property management services for four Non-Profit Housing Providers. Services include but are not limited to:

- Accepting and processing rent-geared-to-income applications for families, non-senior singles, and seniors; reviewing eligibility and completing rent calculations for eligible applicants;
- Renewal and termination of tenant leases;
- Maintaining and administering the centralized wait list for the Rainy River District;

- Collecting and accounting for rents and receivables;
- Preparing units for tenant move-ins, including required cleaning and maintenance work as needed during move-outs; maintaining life safety system and mechanical equipment and managing security services as required; providing preventative maintenance services;
- Inspecting units and responding to tenant issues;
- Providing 24-hour on-call emergency maintenance service including arranging for contractors and coordinating various custodial and maintenance staff to ensure that the housing portfolio is maintained in a clean and safe manner;
- Preparing tender packages for maintenance and capital work;
- Processing accounts payable for RRDSSAB Housing units and for those Non-Profit properties that the RRDSSAB manages;
- When required, making all reasonable efforts to collect rental and other arrears, including filing court and *Landlord and Tenant Board (LTB)* documents; appearing at LTB as required;
- Developing annual operating and capital budgets for the RRDSSAB Housing portfolio and working in conjunction with Non-Profit Housing providers to develop their annual operating and capital budgets;
- Monitoring Non-Profit Housing Provider budgets on a quarterly basis to identify potential year-end deficits;
- Working with Non-Profit Housing Providers in the development and implementation of capital plans;
- Producing financial, operational and special reports as needed for social housing stakeholders;
- Developing and implementing special *Service Agreements* to address specific housing issues as needed; and
- Meeting with Non-Profit Housing Provider Boards and staff at a minimum of four (4) times per year, or more often if necessary.

The RRDSSAB utilizes the YARDI Property Management System to record, track and manage financial and tenant information for the RRDSSAB Housing portfolio and for the managed Non-Profit Housing Providers.

The RRDSSAB is a member of the Ontario Non-Profit Housing Association (ONPHA), Northern Ontario Services Deliveries Association (NOSDA), the Northern Social Housing Service Manager Network (NSHMN), and the Ontario Municipal Social Services Association (OMSSA).

RRDSSAB Solicitor: *Mr. Clare Brunetta*

RRDSSAB Bank: *TD Canada Trust*

RRDSSAB Auditor: *BDO Dunwoody*

5. EXPERIENCE

The RRDSSAB has provided property management services for two hundred and ninety six (296) public housing units on a twenty-four (24) hour basis since January, 2001.

Additionally, the RRDSSAB provides full property management services for Non-Profit Housing providers, including the FFMNPHC project since 2001; FAITH Non-Profit Housing Corporation since 2002; Atikokan Native Non-Profit Housing Corporation since 2005; and Flinders Place Inc. since 2008.

Non-Profit Housing Clients:

Fort Frances Municipal Non-Profit Housing Corporation: Ten family units located in Fort Frances. Property management services since 2001.

Faith Non-Profit Housing Corporation: Twenty-four (24) family units located in Fort Frances. Property management services since September, 2002.

Atikokan Native Non-Profit Housing Corporation: Seventeen (17) family units scattered throughout the Township of Atikokan. Property management services since 2004.

Flinders Place Inc.: Forty (40) senior units located in Fort Frances. Property management services since 2008.

Flinders

References: Rick Nelson, Board Chair,
Faith Non Profit Housing Corp. and Atikokan Native Non Profit Homes Corp.

Jon Evans, C.A., BDO Dunwoody

The RRDSSAB staff is well-versed and experienced in the interpretation of legislation and applying the regulatory requirements contained in the *HSA* and the *Residential Tenancy Act 2006* (RTA). The RRDSSAB also develops local discretionary policies and procedures to meet local tenant and housing stakeholder needs. Policies and procedures continue to evolve, as regulation and legislation changes require.

The RRDSSAB staff participate in ongoing training to stay informed about regulatory changes, best practices related to the management of social housing, legal and financial requirements, rent-geared-to income, preventive maintenance, short- and long-term capital planning and tenant relations.

6. MANAGEMENT PLAN

To continue to effectively and efficiently provide full property management services to the FFMNPHC, the 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 and staff have a proven track record of managing the FFMNPHC for the past sixteen (16) years and, since 1994, under the previous Ontario Housing Corporation and Local Housing Authority. We will continue to work cooperatively and in an open manner with the Board, maintaining our focus on FFMNPHC tenants.

Long-term planning for the FFMNPHC will include preventive maintenance and risk management planning, capital planning and the development of action plans as necessary. Where possible, local policy research, evaluation and implementation will be undertaken to provide services that meet FFMNPHC tenants and board.

Operating and capital budgets will be developed, in consultation with the FFMNPHC Board and RRDSSAB Housing and Finance staff.

Day-to-day FFMNPHC operations will be managed by competent and caring staff whose primary focus is to provide clean, safe and affordable housing to FFMNPHC tenants, while keeping funding pressures in mind. To meet these sometimes competing challenges, staff will work with tenants and the board to develop plans that resolve tenant and board issues in a timely manner. All reasonable efforts will be made to respectfully resolve tenant issues and, when required, tenants will be directed to appropriate agencies.

On-site maintenance and property management will be provided through a twenty-four (24) hour emergency maintenance program.

Rent and all receivables will be collected and accounted for at the RRDSSAB office at 450 Scott Street, from Monday to Friday between 8:00 am and 4:00 pm. The RRDSSAB will establish leases with new tenants and renew existing tenant leases as required. A current list of rent applications will be maintained by the RRDSSAB on the centralized wait list. When required, the RRDSSAB will make efforts to collect on rental and other tenant arrears, including filing court and Landlord and Tenant Board (LTB) documents and will represent the FFMNPHC in court and at the LTB, as required.

Payment of all expenses, including but not limited to utilities, taxes and mortgages will be completed by RRDSSAB staff in a timely manner.

The FFMNPHC will be kept informed and apprised of operational activities by way of regular meetings and open lines of communication between the RRDSSAB and the FFMNPHC board and tenant representatives; meetings will be held at a minimum of four times per year, as required under the HSA.

7. FINANCIAL

The RRDSSAB utilizes the YARDI Property Management System to monitor, track and record financial and other tenant information related to the management of Social Housing units in the District.

Audited financial statements will be provided to the FFMNPHC and areas of concern, if any, will be discussed and resolved in consultation with the FFMNPHC Board and RRDSSAB staff.

Annual operating and capital budgets will be developed in consultation with the FFMNPHC Board.

Regular reports including financial reports, tenant arrears, arrears collection reports and vacancy reports will be provided to the FFMNPHC Board for discussion and action, as necessary. (Sample attached)

Special reports (will be researched and presented for discussion with the FFMNPHC Board as needed and/or requested.

Quarterly financial reports outlining revenues and expenditures to date will be analyzed and, if necessary, action plans will be developed to address any financial shortfalls.

Legislated policy research and implementation will be completed to ensure that the FFMNPHC is compliant with all applicable legislation.

To maintain open lines of communications on all issues, regular meetings will be held between the RRDSSAB staff and the FFMNPHC Board.

Tenants will be able to contact the appropriate RRDSSAB staff to report maintenance or rental issues, and appropriate and prompt follow-up will take place.

Unusual or unexpected issues will be brought to the FFMNPHC Board's attention immediately for discussion and action, if necessary.

The RRDSSAB has board approved Financial & Housing Policies. A copy of these policies can be provided upon request.

8. QUALITY ASSURANCE

In addition to the items listed under the Management Plan and Financial Sections above, which include financial, operational and capital reporting commitments from the RRDSSAB to the FFMNPHC Board, a review of the operations will be arranged during the term of the three-year contract, in order to allow the Board an opportunity to critique the property management services being provided by the RRDSSAB.

The RRDSSAB participates in Quality Assurance. Mechanisms are in place to review, monitor and report on the performance and efficiency of our overall Housing Services. Our current YARDI data base helps us monitor and report on tenant move in and out process, waiting list numbers and waiting periods, all maintenance and asset management for continued improvements and efficiencies.

9. LEGISLATIVE REQUIREMENTS

As Service Manager of the Rainy River District, the RRDSSAB is required to work in compliance with various pieces of legislation, including the *Housing Services Act*, *Residential Tenancies Act*, Duty to Accommodate, Human Rights Code, Building & Fire Code, etc. to deliver Social Housing. Therefore, the RRDSSAB is knowledgeable and informed about the requirements under the *HSA* and *RTA*, and associated regulations.

The RRDSSAB ensures all policies and procedures meet the *Occupational Health & Safety Act* and *Employment Standards Act*.

Based on the RRDSSAB's ongoing day-to-day knowledge and experience, the staff will ensure that the FFMNPHC is in compliance with legislated requirements.

10. CONFLICT OF INTEREST

As of the date of submission of this proposal, the RRDSSAB is of the opinion that none of its directors, officers, employees, agents or volunteers have a real, perceived or potential conflict of interest in the provision of the services for full Property Management of the FFMNPHC. The RRDSSAB will ensure that the FFMNPHC is in compliance with the conflict of interest requirements as specified in the *HSA*.

QUALIFICATION FORM

PROJECT: Fort Frances Municipal Non-Profit Housing Corporation

Rainy River District Social Services Administration Board
 Name of Firm

450 Scott Street
 Street Address

Fort Frances
 City of Town

Ontario
 Province,

P9A 1H2
 Postal Code

807-274-5349
 Telephone

807-274-0678
 Fax

Fort Frances Municipal Non-Profit Housing Corporation:

I/We herein submit our completed package, in accordance with your Request for Proposals for the above noted Project.

I/We have received and allowed for Addenda numbered as follows: _____ (#'s or "none") in preparing my/our submission.

I/We hereby authorize FFMNPHC to contact references that I/we have named on my/our submission and such references have also been authorized to provide information about my/or firm.

I/We hereby acknowledge that I/we have full knowledge understanding of all existing conditions, legislation and all local requirements that may apply to the Project.

I/We have enclosed the following documentation, in accordance with the requirements prescribed herein:

- copy of insurance certificate or letter of intent from insurer; and

I/We have attached additional information and documentation as part of my/our submission.

I/We understand that any omission or failure to answer any question or address any requirement included in the Request for Proposals may result in my/our firm being disqualified from further consideration.

I/We understand that the Request for Proposals does not constitute any offer of work by the FFMNPHC to any firm, nor is any contractual relationship stipulated or implied.

I/We hereby declare that information provided herein is true and correct to the best of my/our knowledge.

Bainy River District Social Services Administration Board
Name of Firm

490 Scott Street, Fort Frances, Ontario
Address of Firm

[Signature]
Witness
[Signature]
Witness

[Signature]
Signature of Official
[Signature]
Signature of Official(s)

(seal) 28 Feb. 2017.
Date




CERTIFICATE OF INSURANCE

INSURED'S FULL NAME AND MAILING ADDRESS <input type="checkbox"/> Supplementary Schedule		BROKER'S FULL NAME AND MAILING ADDRESS
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BOARD 450 SCOTT STREET FORT FRANCES, ON P9A 1H2		Gillons' Insurance Brokers Ltd. 326 Church Street Fort Frances, ON P9A 3M5

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
MUNICIPAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE or <input checked="" type="checkbox"/> OCCURRENCE	Subscribing Companies as Identified in CP99312	November 1, 2016	November 1, 2017	BODILY INJURY & PROPERTY DAMAGE EACH OCCURRENCE	\$5,000,000	
<input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS				GENERAL AGGREGATE		
<input checked="" type="checkbox"/> EMPLOYERS LIABILITY				PRODUCTS-COMPLETED/OPERATIONS AGG		
<input checked="" type="checkbox"/> PERSONAL INJURY				PERSONAL INJURY	INCLUDED	
<input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY				MEDICAL PAYMENTS (Any One Person)		
<input type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> HIRED AUTOMOBILES				TENANTS LEGAL LIABILITY	INCLUDED	
<input checked="" type="checkbox"/> PROFESSIONAL / MALPRACTICE LIABILITY				NON-OWNED AUTO		
<input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> BLANKET CONTRACTUAL				PROFESSIONAL / MALPRACTICE LIABILITY	INCLUDED	
<input type="checkbox"/>				OCCURRENCE	AGGREGATE	
<input type="checkbox"/> ENVIRONMENTAL LIABILITY <input type="checkbox"/> CLAIMS MADE				LIMIT	AGGREGATE	
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (Per Person)		
				BODILY INJURY (Per Accident)		
				PROPERTY DAMAGE		
OTHER <input checked="" type="checkbox"/> CLAIMS MADE or <input type="checkbox"/> OCCURRENCE <input type="checkbox"/>	CP99312	November 1, 2016	November 1, 2017			
<input checked="" type="checkbox"/> ERRORS & OMISSIONS				LIMIT	AGGREGATE	
<input type="checkbox"/>				LIMIT \$1,000,000	DEDUCTIBLE \$2,500	
				OCCURRENCE	AGGREGATE	
PROPERTY <input checked="" type="checkbox"/> PROPERTY *ALL RISKS* <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Supplementary Schedule	FC33559	November 1, 2016	November 1, 2017	Valuation		
				BLANKET	R/C	INCLUDED IN BLANKET AMOUNT
				Deductibles ALL OTHER		\$5,000
				EARTHQUAKE		FLOOD

ADDITIONAL INSURED NAME AND MAILING ADDRESS		<input type="checkbox"/> Supplementary Schedule		DESCRIPTION OF OPERATIONS / LOCATIONS / AUTOMOBILES / SPECIAL ITEMS	
Fax _____ Interest to Insured _____				PROOF OF INSURANCE TO MANAGING PROPERTY	
CERTIFICATE HOLDER - NAME AND MAILING ADDRESS				CANCELLATION	
FORT FRANCES MUNICIPAL NON-PROFIT HOUSING CORPORATION 320 PORTAGE AVENUE FORT FRANCES, ONTARIO P9A 3P9				Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.	
SUBSCRIBING COMPANIES ON BEHALF OF FRANK COWAN COMPANY LIMITED, AS MANAGING GENERAL AGENT INCLUDING BUT NOT LIMITED TO:					
A.M. BEST RATING					
The Guarantee Company of North America		"A"			
Temple Insurance Company		"A+"			
Underwriters at Lloyds of London		"A"			
				1 February 28, 2017	

BID FORM:

To: Fort Frances Municipal Non-Profit Housing Corporation

Having examined the Request for Proposal documents, I/We hereby offer, subject to the terms and provisions of the Management Agreement, to, for a term commencing April 1, 2017 and ending March 31, 2020 with an option for renew for three additional years upon satisfactory negotiation by both parties.

- 1 Perform all Services in an honest, diligent, careful and professional manner, in accordance with all applicable laws and regulations, the Management Agreement, and the Request for Proposal; and
2. Provide at my/our expense the necessary expertise, supervision and all staff to ensure compliance with all applicable laws and regulations, the Management Agreement, and the Request for Proposal.

Our price/bid (the "Price") exclusive of HST for the entire 3 year term of the Management Agreement, for the performance of the Services as above described, is:

Subtotal – Year 1 April 1 st , 2017 to March 31 st , 2018	= \$ 17,968.00
Subtotal – Year 2 April 1 st , 2018 to March 31 st , 2019	= \$ 18,283.00
Subtotal – Year 3 April 1 st 2019 to March 31 st 2020	= \$ 18,603.00
TOTAL	= \$ 54,854.00

We agree that the Price is, with the exception of HST, all inclusive. Nothing further will be paid.

I/We expressly warrant that the price stated above is quoted in utmost good faith on my/our part.

I/We fully recognize that the FFMNPHC does not bind itself to accept the lowest or any proposal submitted. I/we acknowledge and agree that the decision of the FFMNPHC may be based on various considerations and criteria, whether or not such considerations or criteria are referred to in the Request for Proposal document and whether or not I/we have been advised of such criteria or considerations.

If I/We am/are notified of the awarding of this contract to me/us, I/we will execute the Management Agreement within seven days of notification by FFMNPHC of the acceptance of this bid.

I/We acknowledge that by the submission of this bid, I/we have carefully reviewed and agree with all of the terms and conditions contained in the Request for Proposals. By this submission hereof, I/we covenant that I/we agree to provide such further information, materials, documents and assurances as may be required by the FFMNPHC.

I/We have received and allowed for addenda numbered as follows:

_____ In preparing my/our prices for this contract.

This Proposal submission shall be firm, irrevocable and open for acceptance for 60 days from the closing date of February 28, 2017.

I/We hereby declare that information provided herein is true and correct to the best of my/our knowledge.

IN WITNESS WHEREOF the Contractor has executed this Bid Form under seal.


Company: Rainy River District Social Services Administration Board

Address: 4150 Scott Street, Fort Frances, Ontario

Name: Sandra WEIR

Signature: 

Name: Leanne Eluk

Signature: 

Telephone Number: 807-274-5349

Fax Number: 807-274-0678

Email Address: sandra.w@rrdssab.on.ca

Date: February 28, 2017

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
Date

		Year Approved Budget	Year YTD Actual (Unaudited)	\$ Variance	Year YTD Budget	YTD \$ Variance
REVENUE						
Revenue from Operations						
	Rent Revenue					
43-005-03	Rent	0.00	0.00	0.00	0.00	0.00
43-005-04	Miscellaneous	0.00	0.00	0.00	0.00	0.00
43-005-10	Forgiveness or Rent Waivers	0.00	0.00	0.00	0.00	0.00
	Total Rent Revenue	0.00	0.00	0.00	0.00	0.00
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	0.00	0.00	0.00	0.00
43-020-06	Moveout Charges	0.00	0.00	0.00	0.00	0.00
	Total Tenant Recoveries	0.00	0.00	0.00	0.00	0.00
	Bad Debts Revenue					
43-030-04	Recoveries from Write Offs	0.00	0.00	0.00	0.00	0.00
	Total Bad Debts	0.00	0.00	0.00	0.00	0.00
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	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	0.00	0.00	0.00	0.00
Other Revenue						
45-500-01	Mun/Federal Subsidy (DSSAB)	0.00	0.00	0.00	0.00	0.00
	Subsidies					
	One Time Provincial Grants (SHRRP)	0.00	0.00	0.00	0.00	0.00
	TOTAL REVENUE	0.00	0.00	0.00	0.00	0.00
Corporate Costs						
	Interest & Other Expenses					
55-010-02	N. Profit Admin	0.00	0.00	0.00	0.00	0.00
55-010-03	N. Profit Mgmt.	0.00	0.00	0.00	0.00	0.00
55-010-08	Bank Service Charges	0.00	0.00	0.00	0.00	0.00
	Total Interest & Other Expenses	0.00	0.00	0.00	0.00	0.00
	Total Corporate Costs	0.00	0.00	0.00	0.00	0.00
	Services					
55-411-02	Advertising	0.00	0.00	0.00	0.00	0.00
55-411-03	RGI & App Fee	0.00	0.00	0.00	0.00	0.00
55-443-02	Credit/Collection Expenses	0.00	0.00	0.00	0.00	0.00
	Corporate Services					
55-456-03	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

		Year Approved Budget	Year YTD Actual (Unaudited)	\$ Variance	Year YTD Budget	YTD \$ Variance
	Insurances					
55-490-03	Property General Liability Ins.	0.00	0.00	0.00	0.00	0.00
55-490-05	Directors/Officers Liab. Ins.	0.00	0.00	0.00	0.00	0.00
55-490-07	Property/Boiler Ins.	0.00	0.00	0.00	0.00	0.00
	Total Insurances	0.00	0.00	0.00	0.00	0.00
	Total Services	0.00	0.00	0.00	0.00	0.00
	Supplies & Equipment					
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
	Total Office Supplies	0.00	0.00	0.00	0.00	0.00
	Total Supplies & Equipment	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	0.00	0.00	0.00	0.00	0.00
	Materials & Services Operating					
	Building Operating					
56-207-02	Building Operating General	0.00	0.00	0.00	0.00	0.00
56-207-04	Build - O - Flooring Repairs	0.00	0.00	0.00	0.00	0.00
56-207-03	Build - O - Mtce Supplies	0.00	0.00	0.00	0.00	0.00
56-207-06	Build - O - Glazing/Windows	0.00	0.00	0.00	0.00	0.00
56-207-07	Build - O - Locksmithing	0.00	0.00	0.00	0.00	0.00
56-207-13	Build - O - Janitorial Supplies	0.00	0.00	0.00	0.00	0.00
56-207-14	Build - O - General Hardware	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	0.00	0.00	0.00	0.00
	Electrical Operating					
56-216-02	Electrical Operating General	0.00	0.00	0.00	0.00	0.00
56-216-04	Elect - O - Supplies	0.00	0.00	0.00	0.00	0.00
56-216-05	Elect - O - Bulbs & Tubes	0.00	0.00	0.00	0.00	0.00
56-216-08	Elect - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Electrical Operating	0.00	0.00	0.00	0.00	0.00
	Grounds Operating					
56-231-02	Grounds Operating General	0.00	0.00	0.00	0.00	0.00
	Total Grounds Operating	0.00	0.00	0.00	0.00	0.00
	Equipment Operating					
56-225-03	Equip - O - Stove/Fridge Repair	0.00	0.00	0.00	0.00	0.00
56-225-04	Equip - O - Stove/Fridge Purchase	0.00	0.00	0.00	0.00	0.00
	Total Equipment Operating	0.00	0.00	0.00	0.00	0.00
	Life Safety System					
56-235-03	Life - O - Emergency	0.00	0.00	0.00	0.00	0.00
	Total Life Safety System	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
	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
56-238-14	Plumbing - O - Hot Water Heater	0.00	0.00	0.00	0.00	0.00
	Total Plumbing Operating	0.00	0.00	0.00	0.00	0.00

		Year Approved Budget	Year YTD Actual (Unaudited)	\$ Variance	Year YTD Budget	YTD \$ Variance
	Painting Operating					
56-240-02	Painting Operating General	0.00	0.00	0.00	0.00	0.00
56-240-03	Painting - O - Units/Move Out	0.00	0.00	0.00	0.00	0.00
	Total Painting Operating	0.00	0.00	0.00	0.00	0.00
	Waste Removal					
56-250-02	Waste Removal General	0.00	0.00	0.00	0.00	0.00
	Total Waste Removal	0.00	0.00	0.00	0.00	0.00
	Total Materials & Services Operating	0.00	0.00	0.00	0.00	0.00
	Utilities					
56-310-02	Electricity	0.00	0.00	0.00	0.00	0.00
	Fuel					
56-315-02	Fuel	0.00	0.00	0.00	0.00	0.00
	Total Fuel	0.00	0.00	0.00	0.00	0.00
56-320-02	Water	0.00	0.00	0.00	0.00	0.00
	Total Utilities	0.00	0.00	0.00	0.00	0.00
	Major Costs					
56-405-02	Municipal Property Taxes	0.00	0.00	0.00	0.00	0.00
56-440-02	Debentures/Mortgage Interest	0.00	0.00	0.00	0.00	0.00
56-440-03	Debenture/Mortgage Principle	0.00	0.00	0.00	0.00	0.00
	Total Major Costs	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00
	TOTAL SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00

Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
Date

		Year Approved Budget	Year 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				
56-107-02	Building Capital	0.00	0.00	0.00
56-107-04	Flooring Capital	0.00	0.00	0.00
56-125-02	Equipment Capital	0.00	0.00	0.00
56-138-02	Plumbing	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 Date

Property	Resident	Total Unpaid Charges	0-30 days	31-60 days	61-90 days	Over 90 days	Prepays	Balance
	t0001324	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	t0001954	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b0132260	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	t0001603	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80888001		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b0130403	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	t0002091	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	t0001848	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	t0002297	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b0145869	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b0146973	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	t0002305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80888002		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Unit Availability Detail

Property List: FFMNP .all (.8088all)
As Of: 10/31/2016
Showing Pre-Leased:No
Showing Occupied Units:No
Group By: None

Unit	Resident	Name	Resident	Rent	Unit	Rent	Resident	Deposit	Unit	Deposit	Status	Days	Make	Move	Hold	Hold	Until	Notice	Move	Lease	Sign	Lease	From	Lease	To
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Total

Grand Total Count

PROPERTY MANAGEMENT/OPERATIONAL SERVICES AGREEMENT

THIS AGREEMENT made the 30th day of March, 2017.

BETWEEN:

Fort Frances Municipal Non-Profit Housing Corporation
(hereinafter called the "Non-Profit")

-and-

Rainy River District Social Services Administration Board
(hereinafter called the "Manager")

WHEREAS:

- A. operated on a not for profit basis
- B. the Non-Profit agrees to retain the Manager and the Manager agrees to serve the Non-Profit, as its agent, and to manage the Premises on behalf of the Non-Profit in a faithful, diligent and honest manner, and in accordance with the terms and conditions of this Agreement and all applicable laws, regulations or ordinances of all competent authorities having jurisdiction over the Premises; and
- C. the Manager has agreed to accept those terms and conditions as outlined in this agreement..

IN CONSIDERATION of the mutual covenants herein contained, Non-Profit and the Manager (collectively the "parties") agree as follows:

Definitions

The terms hereinafter defined shall, for the purposes of this Agreement have the meanings hereinafter specified:

- 1.1 "Agreement" means this agreement and all Schedules including supplemental and amending agreements and or addenda hereinafter properly executed to supplement or amend this agreement;
- 1.2 "Applicable Law" means any act of the Legislature of the Province of Ontario that may govern the management and operation of the Premises, and may include but not necessarily be limited to *Residential Tenancies Act, 2006; Housing Services Act, 2011; Human Rights Code, R.S.O 1990, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act*, etc.

- 1.3 “Board” shall mean the Board of Directors of the Non-Profit;
- 1.4 “CMHC” means Canada Mortgage and Housing Corporation;
- 1.5 “HSA” means the *Housing Services Act 2011*, an act of the Legislature of the Province of Ontario, the purpose of which is to set out the rights and obligations of social housing providers, including the Non-Profit, for the operation of designated not-for-profit housing projects, including the Premises, and the obligations of the Manager to provide financial and other assistance. HSA shall be deemed to include the regulations to the Act
- 1.6 “RRDSSAB” means the Rainy River District Social Services Administration Board, which is the current manager/operational services agent for the Non-Profit and the designated agent of the Ministry of Housing;
- 1.7 “Management Fee” means the fee payable by the Non-Profit to the Manager for management, operational and other services rendered in accordance with this Agreement and as set out on Schedule 1 attached to and forming a part of this Agreement;
- 1.8 “Manager” means the manager/operational services agent and its employees;
- 1.9 “MOH” means the Queen In Right of the Province of Ontario as represented by the Minister of Housing or its successors;
- 1.10 “Premises” means the lands and premises municipally described as 808 – 818 Victoria Avenue and 811 - 817 Christie Avenue, Fort Frances, Ontario, and includes, without limitation, the residential rental accommodation and other structures, chattels and improvements erected therein or contained therein;
- 1.11 “Operating Budget” shall mean the operating budget approved by Non-Profit as of the Effective Date of this Agreement and any subsequent operating budget approved by Non-Profit during the term of this Agreement;
- 1.12 “Transition Period” means the period during which the Manager will prepare for the changeover of property management/operational services functions (from the current manager (the “Current Manager”) of the Premises, to the Manager);
- 1.13 “Supervisory Manager” means the Queen in Right of the Province of Ontario as represented by the Minister of Housing, in its capacity as supervisory manager under any management agreement entered into with the Non-Profit.

Term

- 2.1 The term of this Agreement is for 3 years, commencing April 1, 2017 (the “Commencement Date”) and ending March 31st, 2020, with an option to renew for three (3) additional years upon satisfactory negotiation by both parties.

Management Fee

- 3.1 The Non-Profit agrees to pay the Manager an annual Management Fee as described in Schedule 1, for all management and operational services rendered in accordance with this Agreement. The said fee shall be payable in equal monthly instalments, the first of which shall be made one calendar month from the Commencement Date.
- 3.2 The Non-Profit reserves the right to withhold the monthly Management Fee payments, or any part thereof, where in the opinion of the Non-Profit, the Manager is not fulfilling or has breached the terms of this Agreement.

Description of the Services

- 4.1 The Manager acknowledges that it is familiar with the Premises and is fully aware of and understands all requirements and provisions of this Agreement.
- 4.2 The Manager agrees to comply with MOH guidelines and policies and RRDSSAB local social housing policies, and with the guidelines and policies of any government or non-governmental organization whose policies, laws, by-laws, regulations, executive limitations or other rules which are binding upon the Non-Profit.
- 4.3 The Manager acknowledges and agrees that it will not undertake any action on behalf of the Non-Profit, which would be in conflict with the guidelines and policies of MOH and RRDSSAB local social housing policies.
- 4.4 The Manager agrees to perform its services in accordance with Applicable Law and approved policies and procedures of the Non-Profit, and to provide fair and equitable treatment to the Non-Profit’s applicants and tenants.
- 4.5 The Manager agrees generally to do and perform all things desirable or necessary for the proper and efficient management of the Premises and to perform every other act in or about the Premises to carry out the intent of this Agreement, as a prudent owner would.
- 4.6 The Manager agrees to manage the Premises on behalf of the Non-Profit in a faithful, diligent and honest manner, subject to the direction of the Board, or the direction of MOH in its capacity of Supervisory Manager, in the event MOH is appointed as supervisory manager.

- 4.6 The Manager agrees to supply at its own expense, all of, and the use and services of, its own staff, office and equipment to discharge fully and adequately its obligations and responsibilities under this Agreement.
- 4.7 The Manager is authorized to obtain and enter into short-term contracts for supplies, materials, equipment and services for and as required in the maintenance, repair and operation of the Premises pursuant to the annual Operating Budget. The Manager agrees that it will not enter into any contractual obligations related to this Agreement which will extend beyond the end of the Term of this Agreement, have the effect of binding the Non-Profit, or create any privity of contract between the Non-Profit and any subcontractor of the Manager, without the Non-Profit's written consent.
- 4.8 The Manager agrees to provide or cause to be provided competent personnel for operating, leasing, controlling and managing the Premises as would a reasonable and prudent owner of residential investment properties comparable in age, type and class to the Premises. The Manager agrees that any such personnel, whether employees, servants, own agents or sub-contractors or otherwise as the case may be, so engaged in the performance of this Agreement, are hired and dismissed solely by the Manager and shall be the employees, servants, own agents or sub-contractors of the Manager and not employees of the Non-Profit. All costs, damages and or severance shall be the Manager's sole responsibility.
- 4.9 Except as may be otherwise agreed by the parties in writing, the Manager shall ensure that all its employees, agents, and any independent contractors and otherwise retained by the Manager to perform services relating to the Premises either have a Certificate of Clearance or adequate insurance coverage from the Worker's Compensation Board relating to any services performed with respect to the Premises.
- 4.10 Without limiting the generality of the foregoing, the Manager agrees to:
1. provide an appropriately qualified person (the "General Manager") who shall be responsible on behalf of the Manager, for supervising and the day to day administration of the Premises. The General Manager's duties shall include, but not be limited to: ensuring the Non-Profit is in compliance with MOH guidelines, and any relevant regulations and legislation; updating the Board on changes in MOH guidelines, relevant regulations and legislation and RRDSSAB local social housing policies; advising the Board; ensuring the Manager is in compliance with the terms of this Agreement; ensuring that there is someone available to respond to, or supervise, after-hours problems and emergencies as required (this person may be the General Manager);

2. Receive and record all applications for rental in the Premises and ensure that the Manager obtains from RRDSSAB information and otherwise as may be necessary with respect thereto, and ensure co-ordination and adherence by the Manager to any centralized waiting list maintained by RRDSSAB;
3. liaise as required with RRDSSAB on all issues concerning the Rent-Geared-to-Income ("RGI") program;
4. take all reasonable steps to maintain full occupancy of the units, including but not limited to, advertising the availability of units for rental, from time to time;
5. calculate the rental charges for all RGI tenants on an ongoing basis, in accordance with all applicable laws, Ministry directives, Ministry guidelines, or other applicable rules and regulations;
6. verify the income and calculate the rental charges of all RGI tenants not less frequently than every 12 months or such shorter period as may be required by law, making such adjustments in the rental charges as shall be required;
7. provide written notice to each tenant for any tenancy charge increase, as required by the approved by-laws of the Non-Profit, the Residential Tenancies Act and any other applicable laws;
8. list offer for occupancy and to enter into, on behalf of the Non-Profit, all tenancy agreements, renewals of leases, extensions and termination of tenancy agreements/leases on such terms are customary for dwelling units similar to the dwelling units of the Premises and in conformity with the by-laws of the Non-Profit, MOH policies and RRDSSAB local social housing policies;
9. promptly advise the Non-Profit of all available details which come to the Manager's attention where a tenant may have misrepresented his/her income or the income of another tenant or his/her family occupying the residential premises, and commence, carry on, prosecute to judgment and defend all actions and other proceedings relating to such misrepresentations of income;
10. collect, all rent and all other sums required to be paid by the tenants of the Premises, and any other revenues, subsidies, and sums of any nature or kind which may be receipts due and payable in connection with or incidental to the Premises, including without limiting the generality of the foregoing, any security deposits, subsidies and/or funds of like nature, compensation, rent and non-rental income such as parking and laundry, and deposit same into the Non-Profit's bank account on the same day as collected as instructed by the Non-Profit, and provide to the Non-Profit such bank receipts as the Non-Profit shall require;

11. subject to the approval of the Non-Profit, take such legal action as the Manager deems necessary against any tenant who fails to pay rent or comply with the legal requirements of the Non-Profit; for example, but without limitation, if such Tenant fails to vacate notwithstanding the best efforts of the Manager, retaining such legal services as may be necessary to carry out an eviction of such tenant;
12. supervise the moving in and moving out of tenants of the Premises so as to result in a minimum of disturbance to the Premises or inconvenience to other tenants;
13. demand that the tenant/tenants to reimburse all costs of any repair or replacements necessitated by damage of the property caused by the tenant or those person or persons who are permitted on the premises by the said tenant.
14. carrying out the marketing of the market rental units, if any, in the Premises;
15. keep and maintain the Premises in a state of cleanliness as would a prudent owner of a well maintained dwelling comparable in type, age, class and location to the Premises. The Manager agrees to purchase all necessary cleaning materials and other supplies required for this purpose within the approved Operating Budget at the expense of the Non-Profit;
16. carry out regular physical inspections of the Premises, and make or arrange for, and oversee, the making of all necessary maintenance and repairs or alterations of the buildings, grounds and equipment in the Premises, including the maintenance, repair and replacement of appliances or the heating, plumbing and electrical equipment as may be deemed necessary or desirable for its efficient management or operation or to improve the rentability thereof. All such services shall be at the expense of the Non-Profit, excluding the physical inspections conducted by the Manager. For greater certainty, the Manager is expected to perform an annual internal inspection of the rental units, in addition to any other inspections required under this clause;
17. reporting unusual or extensive damage to the Premises or recommending substantial improvement not covered by the Operating Budget and arranging for and overseeing the carrying out of such damage or improvements, after having first obtained the consent of the Non-Profit;
18. make an inventory of all personal property belonging to the Non-Profit at the Premises at the commencement of the Services and the Manager shall provide the Non-Profit with an inventory of all such personal property at such intervals as required by the Non-Profit, but no more often than every 12 months;
19. maintain appropriate books of account and financial records with respect to all financial operations of the Premises, which books of account shall be kept in

accordance with Generally Accepted Accounting Principles, and, subject thereto, be in accordance with current practice and as may otherwise be acceptable in form and content to Non-Profit, RRDSSAB and applicable laws and regulations;

20. pay from the Non-Profit's accounts, all expenses, invoices and charges incurred in the operation of the Premises as they become due including, without limitation, any and all mortgage payments, municipal realty taxes, rates and assessments, including local improvement rates, utility charges, advertising costs, insurance premiums, heating and cooling charges, costs of repairs, maintenance, landscaping and other operating expenditures incurred in the operation of the Premises and not included in the Management Fee or otherwise provided for in this Agreement;
21. maintain at the Non-Profit's expense and in accordance with MOH policies, and RRDSSAB local social housing policies, and the requirements of any mortgagee, insurance coverage with respect to property and public liability, fire and rental loss;
22. prepare annually for the Non-Profit's approval, within the time frames required by Non-Profit and as may be described in MOH policies and RRDSSAB local social housing policies, the annual Operating Budget for the Premises;
23. prepare for approval of the Non-Profit such financial reports in such format and detail as required by Non-Profit with respect to the Premises;
24. attend Board meetings (which are held at least quarterly), and all other meetings that the Board reasonably requires;
25. provide the Non-Profit on at least a quarterly basis with written financial data and written property management reports (including, but not necessarily limited to, tenant, rental statement and maintenance reports), and all other reports reasonably required by the Board, in a form approved by the Board, a minimum of ten days prior to each monthly Board meeting, or as otherwise required by the Board;
26. prepare for approval by the Non-Profit all reports required by, the MOH, and RRDSSAB local social housing policies, and other funding or governmental organizations having jurisdiction, with respect to the Premises;
27. facilitate tenant participation in the functioning of the Premises;
28. provide education and training for tenants in the areas of governance, financial, maintenance, safety, security, and legal responsibilities should same be required by any applicable laws and regulations;

29. report to and take direction from MOH in its capacity as Supervisory Manager of the Non-Profit in carrying out the provisions of this Agreement, in the event that the MOH takes over as supervisory Manager. In that case, subject to any restrictions imposed by MOH, and in all other cases, the Manager shall take direction from and report directly to the Non-Profit where so required by the Board of the Non-Profit; and
30. report to the Non-Profit in accordance with this Agreement.

Spending Authority

- 5.1 All cheques required to be drawn on the Non-Profit's bank account shall be prepared by the Manager and shall be executed jointly by the Manager and one of two designated signatories of the Non-Profit. In the event MOH becomes a Supervisory Manager, cheques are to be executed jointly by the Manager and one of two designated signatories of MOH in its capacity as Supervisory Manager of the Non-Profit.
- 5.2 Subject to the emergency provisions herein set forth, the Manager shall expend no funds, undertake no work nor engage any contractors for maintenance or capital outlay unless the same are set forth and approved in the Non-Profit's Operating Budget or unless the Manager first obtains the prior approval of the Board to the expenditure.
- 5.3 Except as may be otherwise directed by the Board in writing, in all items of maintenance, day to day operating expenses, capital outlay or the engagement of consultants in excess of five hundred dollars (\$500) and less than fifteen thousand dollars (\$15,000), the Manager shall obtain three written competitive quotations from suppliers, contractors, and consultants and provide the same to the Non-Profit together with its recommendations prior to engaging a contractor or consultant or purchasing materials and supplies. In the event it is not possible to obtain three quotations, the Manager will advise the Board of this.
- 5.4 Except as may be otherwise directed by the Board in writing, for contracts of fifteen thousand dollars (\$15,000) or more, or a consistent predetermined higher amount, the Manager will ensure that a public or invitational tender (minimum three invitations) is implemented in accordance with the Non-Profit's approval. In the event it is not possible to obtain three quotations, the Manager will advise the Board of this.
- 5.5 If a situation arises which in the opinion of the Manager constitutes an emergency, the Manager may take such steps as required to react to and rectify such emergency, and expend such funds as may be reasonably necessary. The Manager must as soon as possible use its best efforts to contact the Non-Profit and in the event of an emergency, the Manager shall provide the Non-Profit promptly with a full written report outlining the emergency, the steps taken to rectify the same and the expenses resulting therefrom.

Records

- 6.1 The Non-Profit shall have full access to the Premises, and to all books, documents, papers and records of the Manager that are pertinent to the operations under the terms of this Agreement, including, without limitation, the right to audit and to make excerpts and transcripts from such books and records. This term shall survive this Agreement for a period of seven years from its completion or early termination of this Agreement. All records of the Non-Profit shall be turned over to the Non-Profit on termination of this Agreement.
- 6.2 The Non-Profit shall retain control of every record that is created by, or is in the custody of the Manager if the record relates to the duties or powers that are subject to this Agreement.

Termination

- 7.1 It is agreed that the Non-Profit reserves the right to cancel and terminate this Agreement without cause by giving the Manager three months written notice of such termination. Such termination shall take effect on the last day of the month at which time accounts between the parties shall be settled.
- 7.2 It is agreed that the Non-Profit reserves the right to cancel and terminate this Agreement with cause by giving the Manager written notice of such termination. Such termination shall take effect immediately, or at the time specified in the notice. All accounts between the parties will be settled on or before the thirtieth day following the termination date.
- 7.3 It is agreed that the Manager reserves the right to cancel and terminate this Agreement by giving three months notice. Such termination shall take effect on the last day of the month, at which time accounts between the parties shall be settled.
- 7.4 Upon termination of this Agreement at the end of the Term or pursuant to sections 7.1 or 7.2, the Manager shall immediately return to the Non-Profit or the Non-Profit's new manager, all keys, files, invoices, books of account, leases, operating contracts, working papers, data and information which the Manager may have in its possession pertaining to the Portfolio. All data and information shall be returned in an accessible format, whether in paper or electronic, or by other media used by the Manager. The Manager acknowledges and agrees that the items referred to in the article are the sole and exclusive property of the Non-Profit. The Manager shall notify the Non-Profit of the whereabouts, name and model of the Manager's computer and of the operating system and software on which it is operating and storing the Non-Profit's data.

- 7.5 In the event of any re-tendering process prior to the termination of this Agreement, the Manager and the Non-Profit shall provide to prospective bidders full and free access to the Premises for the purposes of site inspection.
- 7.6 In the event of termination or expiry of this Agreement, the Manager agrees to reasonably co-operate with any organization that will take over the role and responsibilities of the Manager, for the purposes of management transition.

Indemnification

- 8.1 The Non-Profit does indemnify and save the Manager harmless from and against any actions, claims, costs, payments or liabilities whatsoever arising out of the negligent or wrongful breach by Non-Profit of its obligations hereunder. Such indemnification shall survive the expiration of the Term hereof in respect to payments or liabilities suffered or incurred during the said Term.
- 8.2 The Manager shall indemnify and save the Non-Profit harmless from and against any loss, damage, expense or liability the Non-Profit may suffer or incur by reason of the negligent acts or omissions, dishonest acts or omissions, or other wrongful behaviour, of the Manager, its agents, representatives, servants or employees. The Manager shall also indemnify and save the Non-Profit harmless from any action, claim, demand and expense or damage the Non-Profit may suffer or incur by reason of the Manager, its servants, agents, representatives or employees exceeding their authority. The Manager warrants to the Non-Profit that it shall be fully liable for the application of the income from the Premises in accordance with the provisions of this Agreement. Such indemnification shall survive the expiration of the term hereof in respect to payments or liabilities suffered or incurred during the said Term.

Insurance/Fidelity bond/Certificate of Clearance

- 9.1 Unless otherwise agreed in writing between the parties, the Manager shall provide the Non-Profit with evidence that it maintains fidelity bonds in form, substance and amount acceptable to the Non-Profit, bonding the Manager, its employees, agents and contractors and indemnifying the Non-Profit against loss, theft, embezzlement or other fraudulent acts on the part of the Manager or its employees, agents and contractors who are engaged in carrying out the services covered by this Agreement. The Manager shall immediately notify the Non-Profit of any cancellation or amendment to the above bond.
- 9.2 The Manager shall not do or permit to be done anything which may void or render void the policy or policies of insurance covering the Premises.

- 9.3 The Manager shall maintain, at its expense, comprehensive general liability insurance acceptable to the Non-Profit and subject to limits of not less than five million dollars inclusive per occurrence for bodily injury (including death), and damage to property including loss of use thereof, which may arise from the services under this Agreement. The policy of insurance shall include the Non-Profit as additional insured but only in respect of and during services performed under this Agreement. In addition, the policy of liability insurance shall contain a cross-liability clause endorsement.

The Manager shall obtain from the insurers the insurer's undertaking to notify the Non-Profit in writing at least thirty days notice prior to any cancellation of any insurance policies.

The Manager shall, further, maintain, at its expense, a minimum professional liability (Errors and Omissions insurance) of one million, and, as well, such fire and theft insurance as will provide adequate coverage for the loss by burglary, fire, or theft of any stock or equipment of the Manager upon Non-Profit premises.

Notices

- 10.1 Any notice to be given by either party to the other or any document or other instrument provided or permitted shall be deemed to have been sufficiently and effectually given an/or delivered, if delivered on a business day, then on the day of delivery, or if mailed by prepaid registered post, then on the third day following the registration thereof. Either party may from time to time by notice to the other, change the address to which notices, documents or instruments are to be given, served or delivered. The address at which the persons to whom such notices, instruments or documents are to be given, served or delivered until changed are as follows:

TO THE MANAGER:

Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, Ontario
P9A 1H2

TO THE NON-PROFIT:

Fort Frances Municipal Non-Profit Housing Corporation
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

- 10.2 The Non-Profit shall furnish to the Manager from time to time as required a list showing the names, addresses and telephone numbers of those Officers, Directors or other representatives who are authorized to act for and on behalf of the Non-Profit whenever the Manager elects or is required under the terms of this Agreement, to consult with the Non-Profit and/or obtain its approval before proceeding with any work, act or action. Whenever it is provided herein that consent, approval or other action or refusal thereof is required, same shall not be unreasonably delayed.
- 10.3 The Manager shall at all times keep the Non-Profit and tenants advised of a telephone number or numbers at which an agent of the Manager may be reached during normal business hours. The Manager shall also post on-site hours and provide a 24-hour emergency system acceptable to the Non-Profit.

Conflict of Interest

- 11.1 The Manager acknowledges that prior to executing this Agreement, he or she is familiar with and understands the applicable conflict of interest directives and guidelines (collectively herein sometimes referred to as the "Conflict Guidelines") as promulgated by MOH and as may be as set out in applicable legislation, including, without limitation, the HSA and any regulations thereunder. The Manager acknowledges that the Non-Profit is obliged to comply with the Conflict Guidelines and to this end, the Manager shall ensure compliance with any and all such Conflict Guidelines.
- 11.2 The Manager acknowledges that any conflict of interest in contravention of the Conflict Guidelines shall be immediately reported to the Non-Profit. If it has been determined in accordance with the Conflict Guidelines, or MOH has so determined that the Manager is in a conflict of interest, the Non-Profit is entitled to terminate this Agreement without any right or recourse by the Manager against the Non-Profit or MOH.

Confidentiality

- 12.1 The Manager agrees that all of its employees and/or agents having access, by virtue of this Agreement, to materials and information regarding the individual tenant/tenants or the Non-Profit shall treat same as confidential information not to be disclosed to third parties or used in any unauthorized way without the prior consent and knowledge of such individual tenant/tenants or the Non-Profit in accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended. This covenant shall survive the expiration of the term of this Agreement.

Statute

- 13.1 In this Agreement, any reference to any statute and/or provision thereof includes that statute and/or provision as amended or any successor thereto.

Enurement

- 14.1 This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

Assignment

- 15.1 This Agreement shall not be assignable by the Manager without the prior written approval of the Non-Profit, which approval may be arbitrarily withheld and the Manager shall not delegate its responsibilities, rights and authorities hereunder other than to its employees and as provided herein.

Interpretation

- 16.1 In this Agreement, whenever the context requires or permits, the singular shall include the plural, and the plural shall include the singular, and the masculine and the neuter shall include each other and the feminine pronoun.

IN WITNESS HEREOF the parties hereto have hereunto affixed their hands and seals on the date first written above.

FORT FRANCES MUNICIPAL NON PROFIT
HOUSING CORPORATION

Charleen Mallory, President

Kathryn Lawson, Secretary
We have authority to bind the Corporation

RAINY RIVER DISTRICT SOCIAL SERVICES
ADMINISTRATION BOARD

Sandra Weir, Integrated Services Manager

(Seal)

Shelley Shute, Director of Integrated Services

Schedule 1: Management Fee

Rainy River District Social Services Administration Board Management Fee for the entire 3 year term of the Management Agreement, for the performance of the Services as above described, is:

\$54,854.00 (fifty four thousand, eight hundred and fifty-four dollars) for a three year term, commencing April 1, 2017 and expiring March 31, 2020. HST will be charged in addition to the above quoted price.

The per year rate is April 1, 2017 to March 31, 2018- \$17,968.00 (seventeen thousand, nine hundred and sixty-eight dollars)

April 1, 2018 to March 31, 2019 - \$18,283.00 (eighteen thousand, two hundred and eighty-three dollars);

and

April 1, 2019 to March 31, 2020 - \$18,603.00 (eighteen thousand, six hundred and three dollars).

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
November 2016

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	30,008.00	29,869.00	139.00	27,507.33	(2,361.67)
43-005-04	Miscellaneous	7,200.00	6,665.67	534.33	6,600.00	(65.67)
43-005-10	Forgiveness or Rent Waivers	0.00	(95.00)	95.00	0.00	95.00
	Total Rent Revenue	37,208.00	36,439.67	768.33	34,107.33	(2,332.34)
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	2,283.68	(2,283.68)	0.00	(2,283.68)
	Bad Debts Revenue					
43-030-04	Recoveries from Write Offs	0.00	0.00	0.00	0.00	0.00
	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	525.00	(75.00)	412.50	(112.50)
	Total Sundry Revenue	450.00	525.00	(75.00)	412.50	(112.50)
	Total Revenue from Operations	37,658.00	39,248.35	(1,590.35)	34,519.83	(4,728.52)
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	95,510.00	87,550.76	7,959.24	87,550.83	0.07
	TOTAL REVENUE	133,168.00	126,799.11	6,368.89	122,070.67	(4,728.44)
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	4,894.00	4,543.57	350.43	4,486.17	(57.40)
55-010-03	N. Profit Mgmt.	12,007.00	11,095.56	911.44	11,006.42	(89.14)
55-010-08	Bank Service Charges	170.00	169.80	0.20	155.83	(13.97)
	Total Interest & Other Expenses	17,071.00	15,808.93	1,262.07	15,648.42	(160.51)
	Total Corporate Costs	17,071.00	15,808.93	1,262.07	15,648.42	(160.51)
	Services					
55-411-02	Advertising	0.00	0.00	0.00	0.00	0.00
55-411-03	RGI & App Fee	2,305.00	2,112.77	192.23	2,112.92	0.15
55-443-02	Credit/Collection Expenses	325.00	315.61	9.39	297.92	(17.69)
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	6,900.00	1,417.38	5,482.62	6,325.00	4,907.62
	Total Corporate Services	6,900.00	1,417.38	5,482.62	6,325.00	4,907.62
	Insurances					
55-490-03	Property General Liability Ins.	2,977.00	3,057.99	(80.99)	2,728.92	(329.07)
55-490-05	Directors/Officers Liab. Ins.	448.00	399.03	48.97	410.67	11.64
55-490-07	Property/Boiler Ins.	662.00	554.85	107.15	606.83	51.98
	Total Insurances	4,087.00	4,011.87	75.13	3,746.42	(265.45)
	Total Services	13,617.00	7,857.63	5,759.37	12,482.25	4,624.62
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,051.00	7,380.01	670.99	7,380.08	0.07

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
Materials & Services Operating						
Building Operating						
56-207-02	Building Operating General	1,500.00	100.74	1,399.26	1,375.00	1,274.26
56-207-14	Build - O - General Hardware	800.00	885.93	(85.93)	733.33	(152.60)
56-207-16	Build - O - Move Out Repairs	1,500.00	0.00	1,500.00	1,375.00	1,375.00
	Total Building Operating	3,800.00	986.67	2,813.33	3,483.33	2,496.66
Electrical Operating						
56-216-02	Electrical Operating General	300.00	0.00	300.00	275.00	275.00
56-216-08	Elect - O - Annual Inspections	1,744.00	1,743.35	0.65	1,598.67	(144.68)
	Total Electrical Operating	2,044.00	1,743.35	300.65	1,873.67	130.32
Grounds Operating						
56-231-02	Grounds Operating General	200.00	0.00	200.00	183.33	183.33
Equipment Operating						
56-225-03	Equip - O - Stove/Fridge Repair	500.00	254.40	245.60	458.33	203.93
56-225-04	Equip - O - Stove/Fridge Purchase	0.00	599.87	(599.87)	0.00	(599.87)
	Total Equipment Operating	500.00	854.27	(354.27)	458.33	(395.94)
Life Safety System						
56-235-03	Life - O - Emergency	100.00	0.00	100.00	91.67	91.67
Heating & Ventilation Operating						
56-237-02	Heating & Vent Oper. General	500.00	495.87	4.13	458.33	(37.54)
56-237-06	Heating - O - Furnace Cleaning	1,400.00	0.00	1,400.00	1,283.33	1,283.33
56-237-08	Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Heating & Ventilation Oper.	1,900.00	495.87	1,404.13	1,741.67	1,245.80
Plumbing Operating						
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-14	Plumbing - O - Hot Water Heater	75.00	91.01	(16.01)	68.75	(22.26)
	Total Plumbing Operating	75.00	91.01	(16.01)	68.75	(22.26)
Painting Operating						
56-240-02	Painting Operating General	0.00	0.00	0.00	0.00	0.00
56-240-03	Painting - O - Units/Move Out	1,131.00	0.00	1,131.00	1,036.75	1,036.75
	Total Painting Operating	1,131.00	0.00	1,131.00	1,036.75	1,036.75
Waste Removal						
56-250-02	Waste Removal General	75.00	648.59	(573.59)	68.75	(579.84)
	Total Materials & Services Operating	9,825.00	4,819.76	5,005.24	9,006.25	4,186.49
Utilities						
56-310-02	Electricity	100.00	139.94	(39.94)	91.67	(48.27)
56-315-02	Fuel	150.00	71.31	78.69	137.50	66.19
56-320-02	Water	9,856.00	7,769.32	2,086.68	9,034.67	1,265.35
	Total Utilities	10,106.00	7,980.57	2,125.43	9,263.83	1,283.26
Major Costs						
56-405-02	Municipal Property Taxes	13,592.00	13,406.82	185.18	12,459.33	(947.49)
56-440-02	Debentures/Mortgage Interest	14,099.00	11,745.61	2,353.39	12,924.08	1,178.47
56-440-03	Debenture/Mortgage Principle	46,807.00	42,849.80	3,957.20	42,906.42	56.62
	Total Major Costs	74,498.00	68,002.23	6,495.77	68,289.83	287.60
TOTAL EXPENSES		133,168.00	111,849.13	21,318.87	122,070.67	10,221.54
TOTAL SURPLUS (DEFICIT)		0.00	14,949.98	(14,949.98)	0.00	(14,949.98)

**Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
November 2016**

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance
Contribution from Reserves				
45-500-03	Contribution from Reserve Funds	35,500.00	20,303.94	15,196.06
Total Contribution from Reserves		35,500.00	20,303.94	15,196.06
Capital Costs				
56-107-02	Building Capital	24,000.00	20,303.94	3,696.06
56-107-04	Flooring Capital	10,000.00	0.00	10,000.00
56-125-02	Equipment Capital	0.00	0.00	0.00
56-138-02	Plumbing	1,500.00	0.00	1,500.00
Total Capital Costs		35,500.00	20,303.94	15,196.06
TOTAL SURPLUS (DEFICIT)		0.00	0.00	0.00

Fort Frances Municipal Non-Profit Housing Corporation
Receivable Aging Report by Property
As at November 30, 2016

Property	Resident	Total Unpaid Charges	0-30 days	31-60 days	61-90 days	Over 90 days	Prepays	Balance
	t0001324	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
	t0001954	0.00	0.00	0.00	0.00	0.00	-70.00	-70.00
	b0132260	3,652.69	0.00	0.00	-1,787.52	5,440.21	0.00	3,652.69
	t0001603	0.00	0.00	0.00	0.00	0.00	-73.20	-73.20
80888001		3,652.69	0.00	0.00	-1,787.52	5,440.21	-143.27	3,509.42
	b0139866	0.00	0.00	0.00	0.00	0.00	-145.00	-145.00
	b0130403	721.20	423.00	238.20	60.00	0.00	0.00	721.20
	t0002091	0.00	0.00	0.00	-7,761.13	7,761.13	0.00	0.00
	t0002297	4,679.12	0.00	0.00	0.00	4,679.12	0.00	4,679.12
	t0001848	-2.00	0.00	0.00	0.00	-2.00	0.00	-2.00
	b0145869	0.00	0.00	0.00	0.00	0.00	-298.00	-298.00
	b0146973	0.00	0.00	0.00	0.00	0.00	-227.00	-227.00
	t0002305	876.40	0.00	0.00	0.00	876.40	0.00	876.40
80888002		6,274.72	423.00	238.20	-7,701.13	13,314.65	-670.00	5,604.72
Total		9,927.41	423.00	238.20	-9,488.65	18,754.86	-813.27	9,114.14

Unit Availability Detail

For Selected Properties
As Of: 11/30/2016
Showing Pre-Leased: No
Showing Occupied Units: No
Group By: None

Unit	Resident	Name	Resident Rent	Unit Rent	Resident Deposit	Unit Deposit	Status	Days Vacant	Make Ready	Move In	Hold Until	Hold Until	Notice	Move Out	Lease Sign	Lease From	Lease To
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Total

Grand Total Count

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
December 2016

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	30,008.00	33,037.00	(3,029.00)	30,008.00	(3,029.00)
43-005-04	Miscellaneous	7,200.00	7,265.67	(65.67)	7,200.00	(65.67)
43-005-10	Forgiveness or Rent Waivers	0.00	(95.00)	95.00	0.00	95.00
	Total Rent Revenue	37,208.00	40,207.67	(2,999.67)	37,208.00	(2,999.67)
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	2,323.68	(2,323.68)	0.00	(2,323.68)
	Bad Debts Revenue					
43-030-04	Recoveries from Write Offs	0.00	0.00	0.00	0.00	0.00
	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	525.00	(75.00)	450.00	(75.00)
	Total Sundry Revenue	450.00	525.00	(75.00)	450.00	(75.00)
	Total Revenue from Operations	37,658.00	43,056.35	(5,398.35)	37,658.00	(5,398.35)
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	95,510.00	95,510.00	0.00	95,510.00	0.00
	TOTAL REVENUE	133,168.00	138,566.35	(5,398.35)	133,168.00	(5,398.35)
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	4,894.00	4,958.58	(64.58)	4,894.00	(64.58)
55-010-03	N. Profit Mgmt.	12,007.00	12,113.67	(106.67)	12,007.00	(106.67)
55-010-08	Bank Service Charges	170.00	174.87	(4.87)	170.00	(4.87)
	Total Interest & Other Expenses	17,071.00	17,247.12	(176.12)	17,071.00	(176.12)
	Total Corporate Costs	17,071.00	17,247.12	(176.12)	17,071.00	(176.12)
	Services					
55-411-02	Advertising	0.00	0.00	0.00	0.00	0.00
55-411-03	RGI & App Fee	2,305.00	2,305.00	0.00	2,305.00	0.00
55-443-02	Credit/Collection Expenses	325.00	315.61	9.39	325.00	9.39
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	6,900.00	6,902.38	(2.38)	6,900.00	(2.38)
	Total Corporate Services	6,900.00	6,902.38	(2.38)	6,900.00	(2.38)
	Insurances					
55-490-03	Property General Liability Ins.	2,977.00	3,335.75	(358.75)	2,977.00	(358.75)
55-490-05	Directors/Officers Liab. Ins.	448.00	433.73	14.27	448.00	14.27
55-490-07	Property/Boiler Ins.	662.00	606.88	55.12	662.00	55.12
	Total Insurances	4,087.00	4,376.36	(289.36)	4,087.00	(289.36)
	Total Services	13,617.00	13,899.35	(282.35)	13,617.00	(282.35)
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,051.00	8,051.00	0.00	8,051.00	0.00

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance	2016 YTD Budget	YTD \$ Variance
Materials & Services Operating						
	Building Operating					
56-207-02	Building Operating General	1,500.00	100.74	1,399.26	1,500.00	1,399.26
56-207-14	Build - O - General Hardware	800.00	922.48	(122.48)	800.00	(122.48)
56-207-16	Build - O - Move Out Repairs	1,500.00	0.00	1,500.00	1,500.00	1,500.00
	Total Building Operating	3,800.00	1,023.22	2,776.78	3,800.00	2,776.78
	Electrical Operating					
56-216-02	Electrical Operating General	300.00	0.00	300.00	300.00	300.00
56-216-08	Elect - O - Annual Inspections	1,744.00	1,743.35	0.65	1,744.00	0.65
	Total Electrical Operating	2,044.00	1,743.35	300.65	2,044.00	300.65
	Grounds Operating					
56-231-02	Grounds Operating General	200.00	0.00	200.00	200.00	200.00
	Equipment Operating					
56-225-03	Equip - O - Stove/Fridge Repair	500.00	254.40	245.60	500.00	245.60
56-225-04	Equip - O - Stove/Fridge Purchase	0.00	599.87	(599.87)	0.00	(599.87)
	Total Equipment Operating	500.00	854.27	(354.27)	500.00	(354.27)
	Life Safety System					
56-235-03	Life - O - Emergency	100.00	0.00	100.00	100.00	100.00
	Heating & Ventilation Operating					
56-237-02	Heating & Vent Oper. General	500.00	495.87	4.13	500.00	4.13
56-237-06	Heating - O - Furnace Cleaning	1,400.00	0.00	1,400.00	1,400.00	1,400.00
56-237-08	Heating - O - Annual Inspections	0.00	839.52	(839.52)	0.00	(839.52)
	Total Heating & Ventilation Oper.	1,900.00	1,335.39	564.61	1,900.00	564.61
	Plumbing Operating					
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-14	Plumbing - O - Hot Water Heater	75.00	91.01	(16.01)	75.00	(16.01)
	Total Plumbing Operating	75.00	91.01	(16.01)	75.00	(16.01)
	Painting Operating					
56-240-02	Painting Operating General	0.00	0.00	0.00	0.00	0.00
56-240-03	Painting - O - Units/Move Out	1,131.00	0.00	1,131.00	1,131.00	1,131.00
	Total Painting Operating	1,131.00	0.00	1,131.00	1,131.00	1,131.00
	Waste Removal					
56-250-02	Waste Removal General	75.00	648.59	(573.59)	75.00	(573.59)
	Total Materials & Services Operating	9,825.00	5,695.83	4,129.17	9,825.00	4,129.17
	Utilities					
56-310-02	Electricity	100.00	139.94	(39.94)	100.00	(39.94)
56-315-02	Fuel	150.00	71.31	78.69	150.00	78.69
56-320-02	Water	9,856.00	9,369.72	486.28	9,856.00	486.28
	Total Utilities	10,106.00	9,580.97	525.03	10,106.00	525.03
	Major Costs					
56-405-02	Municipal Property Taxes	13,592.00	13,406.82	185.18	13,592.00	185.18
56-440-02	Debentures/Mortgage Interest	14,099.00	14,012.64	86.36	14,099.00	86.36
56-440-03	Debenture/Mortgage Principle	46,807.00	46,806.94	0.06	46,807.00	0.06
	Total Major Costs	74,498.00	74,226.40	271.60	74,498.00	271.60
TOTAL EXPENSES		133,168.00	128,700.67	4,467.33	133,168.00	4,467.33
TOTAL SURPLUS (DEFICIT)		0.00	9,865.68	(9,865.68)	0.00	(9,865.68)

Fort Frances Municipal Non-Profit Housing Corporation
Receivable Aging Report by Property
As At December 31, 2016

Property	Resident	Total Unpaid Charges	0-30 days	31-60 days	61-90 days	Over 90 days	Prepays	Balance
	t0001324	0.00	0.00	0.00	0.00	0.00	-0.07	-0.07
	t0001954	706.00	706.00	0.00	0.00	0.00	0.00	706.00
	b0132260	3,652.69	0.00	0.00	0.00	3,652.69	0.00	3,652.69
	t0001603	0.00	0.00	0.00	0.00	0.00	-287.20	-287.20
80888001		4,358.69	706.00	0.00	0.00	3,652.69	-287.27	4,071.42
	b0130403	964.20	423.00	421.20	0.00	120.00	0.00	964.20
	t0001848	-2.00	0.00	0.00	0.00	-2.00	0.00	-2.00
	t0002297	4,679.12	0.00	0.00	0.00	4,679.12	0.00	4,679.12
	b0145869	0.00	0.00	0.00	0.00	0.00	-301.00	-301.00
	t0001327	40.00	40.00	0.00	0.00	0.00	0.00	40.00
	b0146973	0.00	0.00	0.00	0.00	0.00	-8.00	-8.00
	t0002305	876.40	0.00	0.00	0.00	876.40	0.00	876.40
80888002		6,557.72	463.00	421.20	0.00	5,673.52	-309.00	6,248.72
Total		10,916.41	1,169.00	421.20	0.00	9,326.21	-596.27	10,320.14

**Fort Frances Municipal Non-Profit Housing Corporation
Capital Statement
December 2016**

		2016 Approved Budget	2016 YTD Actual (Unaudited)	\$ Variance
Contribution from Reserves				
45-500-03	Contribution from Reserve Funds	35,500.00	21,825.25	13,674.75
Total Contribution from Reserves		35,500.00	21,825.25	13,674.75
Capital Costs				
56-107-02	Building Capital	24,000.00	20,303.94	3,696.06
56-107-04	Flooring Capital	10,000.00	0.00	10,000.00
56-125-02	Equipment Capital	0.00	0.00	0.00
56-138-02	Plumbing	1,500.00	1,521.31	-21.31
Total Capital Costs		35,500.00	21,825.25	13,674.75
TOTAL SURPLUS (DEFICIT)		0.00	0.00	0.00

Unit Availability Detail

Property List: FFMNP .all (.8088all)
As Of: 12/31/2016
Showing Pre-Leased:No
Showing Occupied Units:No
Group By: None

Unit	Resident	Name	Resident Rent	Unit Rent	Resident Deposit	Unit Deposit	Status	Days Vacant	Make Ready	Move In	Hold Until	Hold Until	Notice	Move Out	Lease Sign	Lease From	Lease To
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Total

Grand Total Count

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 (2019)

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 (2017)