

TOWN OF FORT FRANCES

Fort Frances Municipal Non-Profit Housing Corporation

AGENDA - June 14, 2018 - NOON

MEETING - Committee Room, Civic Centre

Session No. 2

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. **ADOPTION OF AGENDA**
 - 4.1 June 14, 2018 Agenda as distributed.
5. **Approval of Previous Minutes**
 - 5.1 Session No. 1 dated March 15, 2018. 2 - 4
6. **In-Camera**
7. **New Business**
 - 7.1 Presentation of the 2017 Draft Financial Audit by BDO Canada LLP.
(materials to be distributed).
 - 7.2 Current Year 1st Quarter Financial Statements for months ending January, February, March and April 2018. 5 - 14
(AR reports will be deferred to the next regular meeting).
 - 7.3 Smoke Free Building Policy. 15 - 17
8. **Standing Items**
 - 8.1 Agenda Template. 18
9. **Non-agenda Items**
10. **Adjourn / Next Meeting Date - September 20, 2018**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 1

March 15, 2018

The meeting of Fort Frances Municipal Non-Profit Housing Corporation of the Town of Fort Frances was held in the Committee Room, Civic Centre on March 15, 2018 from 12:15 p.m. to 12:55 p.m.

PRESENT: C. Mallory, Chair, G. McBride, A. Hallikas, L. Slomke, K. Lawson and D. Brown

ALSO PRESENT: F. Sinninghe, Financial Analyst, S. Weir, Integrated Services Manager (Housing), Rainy River District Social Services Administration Board, C. Tan, Town of Fort Frances Asset Management Plan Coordinator

REGRETS: Councillor W. Brunetta, Councillor D. Kitowski

1. Call to Order 12:15 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.

2.1 C. Tan, Asset Management Coordinator - request respecting building assets review.

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

4. ADOPTION OF AGENDA

4.1 March 15, 2018 Agenda as distributed.

01/18 Hallikas-Slomke: THAT the March 15, 2018 Meeting Agenda as prepared as approved with the addition of non-agenda items.

CARRIED

5. Approval of Previous Minutes

5.1 Session No. 4 - Annual General Meeting date December 14, 2017.

02/18 Slomke-Hallikas: THAT the minutes of the Annual General Meeting dated December 4th, 2017 be approved as distributed.

CARRIED

6. In-Camera - none identified

7. New Business

7.1 Prior Year 4th Quarter Financial Statements.

Financial Statements for the months ending December 31st, 2017.

03/18 Hallikas-Slomke: THAT the financial statements for the months ending December 31, 2017 be approved as presented by Rainy River District Social Services Administration Board. **CARRIED**

7.2 Current Year Capital Forecast.

- materials were received as presented.

04/18 Slomke-Hallikas: THAT the Fort Frances Municipal Non-Profit Housing Corporation Capital Forecast - Capital Work and Reserves Summary as prepared and presented by Rainy River District Social Services Administration Board be approved.

CARRIED

7.3 Current Year Operating Forecast.

- materials were received as presented.

05/18 Hallikas-Slomke: THAT the Fort Frances Municipal Non-Profit Housing Corporation - Current Year Operating Forecast as prepared and presented by Rainy River District Social Services Administration Board be approved.

CARRIED

7.4 Mortgage Renewal (2019) - Background Information as requested at the December 14th, 2017 meeting. (S. Weir will distribute at the meeting).

- Ms. Weir provided a verbal update.

06/18 Slomke-Hallikas: THAT the Mortgage Renewal (2019) Background Information as prepared and presented by Rainy River District Social Services Administration Board be received.

CARRIED

8. Standing Items

8.1 Agenda Template.

- the agenda template was reviewed by committee.

9. Non-agenda Items

- 9.1 C. Tan, Asset Management Coordinator for the Town was introduced to the Committee. She will work with RRDSSAB over the next couple of weeks to determine data and specific expenses having been attached to the Town owned buildings currently being managed by DSSAB with respect to the tracking of buildings, infrastructure and other physical assets for the purposes of financial accounting.

10. Adjourn / Next Meeting Date - June 14, 2018

The meeting closed *sine die* at 12:55 p.m. with the next regular meeting scheduled for June 14, 2018.

President / Chairperson

Secretary

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
January and February 2018

		2017 Approved Budget	2018 YTD Actual (Unaudited)	\$ Variance	2017 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	30,288.00	7,296.00	22,992.00	5,048.00	(2,248.00)
43-005-04	Miscellaneous	7,200.00	1,200.00	6,000.00	1,200.00	0.00
	Total Rent Revenue	37,488.00	8,496.00	28,992.00	6,248.00	(2,248.00)
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	332.96	(332.96)	0.00	(332.96)
	Sundry Revenue					
43-040-02	Sundry Revenue Other	0.00	0.00	0.00	0.00	0.00
43-040-07	Air Conditioner Charges	500.00	0.00	500.00	83.33	83.33
	Total Sundry Revenue	500.00	0.00	500.00	83.33	83.33
	Total Revenue from Operations	37,988.00	8,828.96	29,159.04	6,331.33	(2,497.63)
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	93,099.00	17,142.34	75,956.66	15,516.50	(1,625.84)
	TOTAL REVENUE	131,087.00	25,971.30	105,115.70	21,847.83	(4,123.47)
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	5,151.00	882.48	4,268.52	858.50	(23.98)
55-010-03	N. Profit Mgmt.	12,638.00	2,164.90	10,473.10	2,106.33	(58.57)
55-010-08	Bank Service Charges	179.00	23.29	155.71	29.83	6.54
	Total Interest & Other Expenses	17,968.00	3,070.67	14,897.33	2,994.67	(76.00)
	Total Corporate Costs	17,968.00	3,070.67	14,897.33	2,994.67	(76.00)
	Services					
55-411-03	RGI & App Fee	2,373.00	407.16	1,965.84	395.50	(11.66)
55-443-02	Credit/Collection Expenses	298.00	0.00	298.00	49.67	49.67
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	7,109.00	0.00	7,109.00	1,184.83	1,184.83
	Total Corporate Services	7,109.00	0.00	7,109.00	1,184.83	1,184.83
	Insurances					
55-490-03	Property General Liability Ins.	3,333.00	557.56	2,775.44	555.50	(2.06)
55-490-05	Directors/Officers Liab. Ins.	416.00	67.80	348.20	69.33	1.53
55-490-07	Property/Boiler Ins.	624.00	98.94	525.06	104.00	5.06
	Total Insurances	4,373.00	724.30	3,648.70	728.83	4.53
	Total Services	14,153.00	1,131.46	13,021.54	2,358.83	1,227.37
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,203.00	1,367.16	6,835.84	1,367.17	0.01

Fort Frances Municipal Non-Profit Housing Corporation
Income Statement
January and February 2018

		2017 Approved Budget	2018 YTD Actual (Unaudited)	\$ Variance	2017 YTD Budget	YTD \$ Variance
Materials & Services Operating						
	Building Operating					
56-207-02	Building Operating General	1,000.00	0.00	1,000.00	166.67	166.67
56-207-07	Build - O - Locksmithing	0.00	0.00	0.00	0.00	0.00
56-207-14	Build - O - General Hardware	800.00	0.00	800.00	133.33	133.33
	Total Building Operating	1,800.00	0.00	1,800.00	300.00	300.00
	Electrical Operating					
56-216-02	Electrical Operating General	0.00	0.00	0.00	0.00	0.00
56-216-08	Elect - O - Annual Inspections	1,796.00	0.00	1,796.00	299.33	299.33
	Total Electrical Operating	1,796.00	0.00	1,796.00	299.33	299.33
	Grounds Operating					
56-231-02	Grounds Operating General	50.00	0.00	50.00	8.33	8.33
	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	500.00	0.00	500.00	83.33	83.33
	Total Equipment Operating	500.00	0.00	500.00	83.33	83.33
	Life Safety System					
56-235-03	Life - O - Emergency	50.00	0.00	50.00	8.33	8.33
	Heating & Ventilation Operating					
56-237-02	Heating & Vent Oper. General	250.00	0.00	250.00	41.67	41.67
56-237-06	Heating - O - Furnace Cleaning	1,400.00	0.00	1,400.00	233.33	233.33
56-237-08	Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Heating & Ventilation Oper.	1,650.00	0.00	1,650.00	275.00	275.00
	Plumbing Operating					
56-238-02	Plumbing Operating General	0.00	0.00	0.00	0.00	0.00
56-238-12	Plumbing - O - Hot Water Heater	100.00	0.00	100.00	16.67	16.67
	Total Plumbing Operating	100.00	0.00	100.00	16.67	16.67
	Waste Removal					
56-250-02	Waste Removal General	200.00	0.00	200.00	33.33	33.33
	Total Materials & Services Operating	6,146.00	0.00	6,146.00	1,024.33	1,024.33
	Utilities					
56-310-02	Electricity	150.00	0.00	150.00	25.00	25.00
56-315-02	Fuel	100.00	0.00	100.00	16.67	16.67
56-320-02	Water	9,651.00	0.00	9,651.00	1,608.50	1,608.50
	Total Utilities	9,901.00	0.00	9,901.00	1,650.17	1,650.17
	Major Costs					
56-405-02	Municipal Property Taxes	13,809.00	3,376.20	10,432.80	2,301.50	(1,074.70)
56-440-02	Debentures/Mortgage Interest	13,099.00	2,125.84	10,973.16	2,183.17	57.33
56-440-03	Debenture/Mortgage Principle	47,807.00	8,025.20	39,781.80	7,967.83	(57.37)
	Total Major Costs	74,715.00	13,527.24	61,187.76	12,452.50	(1,074.74)
	TOTAL EXPENSES	131,086.00	19,096.53	111,989.47	21,847.67	2,751.14
	TOTAL SURPLUS (DEFICIT)	1.00	6,874.77	(6,873.77)	0.17	(6,874.60)

Fort Frances Municipal Non-Profit Housing Corporation
Receivable Aging Report by Property
January 2018

Resident	Total		0-30		31-60		61-90		Over 90		Prepays	Balance
	Unpaid	Charges	days		days		days		days			
t0001324	0.00	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		0.00		-487.00	-487.00
b0132260	3,652.69	3,652.69	0.00		0.00		0.00		3,652.69		0.00	3,652.69
t0001603	274.00	274.00	0.00		0.00		0.00		0.00		0.00	274.00
	3,926.69	274.00	0.00		0.00		0.00		3,652.69		-487.07	3,439.62
b0139866	135.00	135.00	0.00		0.00		0.00		0.00		0.00	135.00
b0130403	541.16	332.96	0.00		0.00		0.00		208.20		0.00	541.16
t0001848	-2.00	0.00	0.00		0.00		0.00		-2.00		0.00	-2.00
t0002297	4,679.12	0.00	0.00		0.00		0.00		4,679.12		0.00	4,679.12
b0158782	46.49	46.49	0.00		0.00		0.00		0.00		0.00	46.49
b0146973	0.00	0.00	0.00		0.00		0.00		0.00		-7.00	-7.00
t0002305	876.40	0.00	0.00		0.00		0.00		876.40		0.00	876.40
	6,276.17	514.45	0.00		0.00		0.00		5,761.72		-7.00	6,269.17
	10,202.86	788.45	0.00		0.00		0.00		9,414.41		-494.07	9,708.79

Fort Frances Municipal Non-Profit Housing Corporation
Receivable Aging Report by Property
February 2018

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	62.00	62.00	0.00	0.00	0.00	0.00	62.00
b0132260	3,652.69	0.00	0.00	0.00	3,652.69	0.00	3,652.69
t0001603	150.00	150.00	0.00	0.00	0.00	0.00	150.00
	3,864.69	212.00	0.00	0.00	3,652.69	-0.07	3,864.62
b0139866	135.00	135.00	0.00	0.00	0.00	0.00	135.00
b0130403	471.16	0.00	262.96	0.00	208.20	0.00	471.16
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	-4.00	-4.00
b0158782	0.00	0.00	0.00	0.00	0.00	-70.01	-70.01
b0146973	0.00	0.00	0.00	0.00	0.00	-7.00	-7.00
b0162404	834.00	834.00	0.00	0.00	0.00	0.00	834.00
t0002305	876.40	0.00	0.00	0.00	876.40	0.00	876.40
	6,993.68	969.00	262.96	0.00	5,761.72	-81.01	6,912.67
	10,858.37	1,181.00	262.96	0.00	9,414.41	-81.08	10,777.29

Group By: None

Grand Total Count

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

Unit Availability Detail

Property List: FFMNP .all (.8088all)
As Of: 2/28/2018
Showing Pre-Leased: No
Showing Occupied Units: No
Group By: None

Unit	Resident	Name	Resident Rent	Unit Rent	Resident Deposit	Unit Deposit	Days Vacant	Make Ready	Move In	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
March & April 2018

		2018 Approved Budget	2018 YTD Actual (Unaudited)	\$ Variance	2018 YTD Budget	YTD \$ Variance
REVENUE						
	Revenue from Operations					
	Rent Revenue					
43-005-03	Rent	30,444.00	14,522.00	15,922.00	10,148.00	(4,374.00)
43-005-04	Miscellaneous	7,200.00	2,590.00	4,610.00	2,400.00	(190.00)
	Total Rent Revenue	37,644.00	17,112.00	20,532.00	12,548.00	(4,564.00)
	Tenant Recoveries					
43-020-03	Tenant Recoveries	0.00	354.46	(354.46)	0.00	(354.46)
	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	0.00	450.00	150.00	150.00
	Total Sundry Revenue	450.00	0.00	450.00	150.00	150.00
	Total Revenue from Operations	38,094.00	17,466.46	20,627.54	12,698.00	(4,768.46)
	Other Revenue					
45-500-01	Mun/Federal Subsidy (DSSAB)	102,854.00	34,284.68	68,569.32	34,284.67	(0.01)
	TOTAL REVENUE	140,948.00	51,751.14	89,196.86	46,982.67	(4,768.47)
EXPENSES						
	Corporate Costs					
	Interest & Other Expenses					
55-010-02	N. Profit Admin	5,311.00	1,772.70	3,538.30	1,770.33	(2.37)
55-010-03	N. Profit Mgmt.	13,030.00	4,348.78	8,681.22	4,343.33	(5.45)
55-010-08	Bank Service Charges	184.00	34.33	149.67	61.33	27.00
	Total Interest & Other Expenses	18,525.00	6,155.81	12,369.19	6,175.00	19.19
	Total Corporate Costs	18,525.00	6,155.81	12,369.19	6,175.00	19.19
	Services					
55-411-03	RGI & App Fee	2,444.00	814.32	1,629.68	814.67	0.35
55-443-02	Credit/Collection Expenses	200.00	0.00	200.00	66.67	66.67
	Corporate Services					
55-456-06	Legal	0.00	0.00	0.00	0.00	0.00
55-456-07	Audit	7,349.00	0.00	7,349.00	2,449.67	2,449.67
	Total Corporate Services	7,349.00	0.00	7,349.00	2,449.67	2,449.67
	Insurances					
55-490-03	Property General Liability Ins.	3,435.00	1,115.12	2,319.88	1,145.00	29.88
55-490-05	Directors/Officers Liab. Ins.	417.00	135.60	281.40	139.00	3.40
55-490-07	Property/Boiler Ins.	625.00	197.88	427.12	208.33	10.45
	Total Insurances	4,477.00	1,448.60	3,028.40	1,492.33	43.73
	Total Services	14,470.00	2,262.92	12,207.08	4,823.33	2,560.41
55-520-02	Office Supplies	0.00	0.00	0.00	0.00	0.00
56-101-03	Allocation to Capital Reserve	8,317.00	2,734.32	5,582.68	2,772.33	38.01
	Materials & Services Operating					
	Building Operating					
56-207-02	Building Operating General	4,000.00	0.00	4,000.00	1,333.33	1,333.33

		2018 Approved Budget	2018 YTD Actual (Unaudited)	\$ Variance	2018 YTD Budget	YTD \$ Variance
56-207-04	Build - O - Flooring Repairs	3,195.00	0.00	3,195.00	1,065.00	1,065.00
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	2,000.00	0.00	2,000.00	666.67	666.67
56-207-16	Build - O - Move Out Repairs	5,000.00	0.00	5,000.00	1,666.67	1,666.67
	Total Building Operating	14,195.00	0.00	14,195.00	4,731.67	4,731.67
	Electrical Operating					
56-216-02	Electrical Operating General	300.00	0.00	300.00	100.00	100.00
56-216-08	Elect - O - Annual Inspections	1,850.00	0.00	1,850.00	616.67	616.67
	Total Electrical Operating	2,150.00	0.00	2,150.00	716.67	716.67
	Grounds Operating					
56-231-02	Grounds Operating General	100.00	0.00	100.00	33.33	33.33
	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	750.00	0.00	750.00	250.00	250.00
	Total Equipment Operating	750.00	0.00	750.00	250.00	250.00
	Life Safety System					
56-235-03	Life - O - Emergency	100.00	0.00	100.00	33.33	33.33
	Heating & Ventilation Operating					
56-237-02	Heating & Vent Oper. General	600.00	0.00	600.00	200.00	200.00
56-237-06	Heating - O - Furnace Cleaning	1,000.00	0.00	1,000.00	333.33	333.33
56-237-08	Heating - O - Annual Inspections	0.00	0.00	0.00	0.00	0.00
	Total Heating & Ventilation Oper.	1,600.00	0.00	1,600.00	533.33	533.33
	Plumbing Operating					
56-238-02	Plumbing Operating General	400.00	0.00	400.00	133.33	133.33
56-238-12	Plumbing - O - Hot Water Heater	120.00	0.00	120.00	40.00	40.00
	Total Plumbing Operating	520.00	0.00	520.00	173.33	173.33
	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	1,000.00	0.00	1,000.00	333.33	333.33
	Total Painting Operating	1,000.00	0.00	1,000.00	333.33	333.33
	Waste Removal					
56-250-02	Waste Removal General	200.00	0.00	200.00	66.67	66.67
	Total Materials & Services Operating	20,615.00	0.00	20,615.00	6,871.67	6,871.67
	Utilities					
56-310-02	Electricity	318.00	0.00	318.00	106.00	106.00
56-315-02	Fuel	239.00	0.00	239.00	79.67	79.67
56-320-02	Water	3,649.00	1,694.00	1,955.00	1,216.33	(477.67)
	Total Utilities	4,206.00	1,694.00	2,512.00	1,402.00	(292.00)
	Major Costs					
56-405-02	Municipal Property Taxes	13,910.00	6,752.20	7,157.80	4,636.67	(2,115.53)
56-440-02	Debentures/Mortgage Interest	12,088.00	4,120.93	7,967.07	4,029.33	(91.60)
56-440-03	Debenture/Mortgage Principle	48,818.00	16,181.15	32,636.85	16,272.67	91.52
	Total Major Costs	74,816.00	27,054.28	47,761.72	24,938.67	(2,115.61)
	TOTAL EXPENSES	140,949.00	39,901.33	101,047.67	46,983.00	7,081.67

Unit Availability Details

FFMNP all (.8088all)

As Of: 03/31/2018

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	Hold Until	Notice	Move Out	Lease Sign	Lease From	Lease To
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Unit Availability Details

FFMNP .all (.8088all)
As Of: 04/30/2018
Showing Pre-Leased: No
Showing Occupied: No
Group By: UnitType

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

FFMNP (Victoria) (80888002) - Notice Unrented

UnitType: (2bd) 2 Bedroom

812	b0147190		95.00	726.00		0.00		0.00	Notice			7/30/2018	2/1/2016	No		4/30/2018	6/30/2018	2/1/2016	2/1/2016	1/31/2018
Units Count:	1 Unit		95.00	726.00																
Total	1 Unit		95.00	726.00																
Total for 80888002	1 Unit		95.00	726.00																
Grand Total Count	1 Unit		95.00	726.00																



ISSUE SHEET

Smoke Free Policy

08 June, 2017

Prepared by

Sandra Weir, Integrated Services Manager

REPORT SUMMARY

To provide the Fort Frances Municipal Non Profit Housing Corp. (FFMNPHC) Board of Directors with information related to the implementation of a Smoke Free Policy.

BACKGROUND

The RRDSSAB recognizes the health hazards of exposure to second-hand smoke and is committed to the health and safety of our tenants and staff. The implementation of a Smoke Free Policy will help provide for a safer living and working environment. The RRDSSAB has researched, explored and consulted on the development of a Smoke Free Policy.

There are currently provincial laws and municipal bylaws in place that limit where people can smoke, which include common areas within shared accommodation.

The establishment of a policy to institute smoke free housing follows the rationale of reducing the harmful effects of second-hand smoke and supports the rights of tenants to reasonable enjoyment of their homes. Across the province, many social housing providers have implemented smoke free policies and these have been generally well received. Tenants and the public are more accepting of smoke free spaces and understand the benefits of establishing clear policies for all to follow.

There is no legislation that prohibits a landlord from banning smoking in a leased unit. It is legal for a Smoke Free Policy to be included in a Lease Agreement. The Landlord and Tenant Board have extensive rulings where the smoke free terms contained in a lease have been upheld. A Smoke Free Policy does not discriminate against smokers, but it does protect the rights of those who do not wish to be exposed to second-hand smoke.

RRDSSAB does receive complaints from tenants regarding neighbours in buildings who smoke, as the smell of the smoke travels between units. Although there has been no incidents where smoking has resulted in fire damage in one of your housing units, there was one incident in December of 2014 in one of the

Non Profit family units. Although the fire started on the deck of the unit, the damage to the unit & adjoining units was approximately \$100,000.00.

COMMENTS

The goal of a Smoke Free Policy is to reduce and eventually eliminate exposure to second-hand smoke by tenants and staff, and to lowering the maintenance costs in preparing units at turn overs.

Current tenants who choose to smoke will be grandfathered with the previous guidelines around smoking within the properties, and will continue to be permitted to smoke in their units. However, current tenants may choose to sign a new lease and voluntarily make their unit smoke free. All new tenants will be required to comply with the new Policy. The Policy does not prohibit smokers from renting, nor does it force tenants to quit smoking.

In 2016 the Smoke Free Policy went into effect for all RRDSSAB owned housing units.

Upon approval of the Smoke Free Policy, a communications plan will be rolled out to current tenants and to the general public. Signage will be posted at the property and communication tools like the tenant information sheet and tenant meetings will be used to share information.

For future tenants, it will be clear that smokers can still access your housing units, and that we will not exclude any potential tenant because they smoke. Staff will work with tenants to ensure that those who choose to smoke are aware of appropriate areas that will not interfere with the reasonable enjoyment of other tenants. We will continue to work with our tenants to resolve any issues that may arise as a result of implementing this Policy. Opportunities to share information and assist in the provision of smoking cessation services will be developed in consultation with community partners, including the Northwestern Health Unit.

A Smoke Free Policy does not address the use of medical marijuana or E-cigarettes, as these products are subject to different legislation and requirements. The policy is proposed to come into effect on September 1, 2018.

FINANCIAL IMPLICATIONS

It is expected that some cost avoidance related to reduced maintenance, repair and cleaning will be realized. There is the possibility that insurance

premiums would be reduced with the reduced fire risk. Costs associated with communication, including signage, will be covered through current and future operating budgets.

CONCLUSION

It is concluded that it is in the best interest of the FFMNPHC to implement a Smoke Free Policy.

RECOMMENDATION

The Fort Frances Municipal Non Profit Housing Corp. board of directors approve the implementation of a Smoke Free Policy to their housing properties effective September 1, 2018.

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)