



Brantford Municipal Non-Profit Housing Corporation
Semi-Annual Report
July to September 2020
2020-521

Submitted by:

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SEMI-ANNUAL REPORT TO CHAIR & MEMBERS OF BRANTFORD MUNICIPAL NON-PROFIT HOUSING CORPORATION July 1 to September 30, 2020

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1. Report on Operations

The Brantford Municipal Non-Profit Housing Corporation owns 87 units of housing. The portfolio, managed by City of Brantford Housing Services Department, consists of one senior high-rise apartment building – Beckett Building (63 units) and one family townhouse complex – Branlyn Meadows (24 units). The client group is a mix of tenants who pay a market rent and those who pay rent-geared-to-income, which is based on approximately 30% of their household income.

The Housing Services Department provides day-to-day property management, rent collection, building maintenance, capital asset planning and upgrades. Tenants have a range of service requirements; some often need high levels of intervention, mediation and problem solving in order to maintain their tenancies. Tenant services and eviction prevention is provided through a dedicated Housing staff with linkages to community agencies when necessary.

Housing Community	Address	Number of units
Beckett Building	7 Bain Street, Brantford	63
Branlyn Meadows	2 – 10 Buchanan Crescent, Brantford	24

1.1 Target Plan – as of June 30, 2020

Building	Total Units	RGI UNITS		MARKET UNITS		MODIFIED UNITS*	
		TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL
Beckett	63	43	43	20	20	0	0
Branlyn	24	18	17	6	7	2	2

Table 1 - Target unit numbers vs actual unit numbers

*modified units are a component in total rent-geared-to-income unit count

1.2 Community Partnerships

Housing Services partners provide a range of supports and services in our communities. These events, presentations, activities and programs help to mitigate the effects of poverty by building community spirit, offering life skills training and enhancing the lives of the tenants.

See Appendix B: Community Partnerships Report

1.3 Day-to-Day Maintenance

Work Orders

A total of 173 work orders were completed in the third quarter of 2020. During this same quarter last year 120 work orders had been completed. This is a difference of 53 work orders, or 44% more than last year.

A total of 515 work orders have been completed in 2020.

1.4 Operating Budget – Status

2020 Operating Budgets are trending favourably; revenues less expenses leave the MNP with a surplus of approximately \$47,000 however, it should be recognized that during Q2 due to COVID-19, only emergency and urgent repairs were completed in the MNP units. As COVID restrictions are lifted and regular repairs are being completed we may see cost of repairs increase for Q3 and Q4.

See Appendix C: MNP Budget Comparison Report

1.4 Capital Program – Status

1. Beckett Building: Capital work planned for 2020 includes the replacement of some common area windows that are leaking; a consultant will be hired to investigate solutions for front door concrete/foyer area; and, replacement of the air conditioning units for the first floor commercial area and the leisure centre. Chillers are scheduled to be replaced during Q3. Site meetings scheduled during August 2020 to discuss installation.
2. Branlyn Meadows: Some kitchen cabinetry and counter-tops may be replaced in 2020. Replacement will be completed, when necessary, through operational turn-overs and within funding limits.

1.5 Tenant Move Outs

One (1) tenant moved out during the 3rd quarter of 2020. During this same quarter last year one (5) tenants moved out.

Tenant Move-outs by Reason

Reason	Total 2020	Third Quarter 2020	Percent based on reason
Bought house			
Transfer	1	1	100%
Deceased	2		
Health			
Left without notice			
Evicted			
None given	2		
Total 2020	5	1	100%

Table 2 - Tenant move-outs by reason

1.6 Applicant/Tenant Internal Reviews

There were no internal reviews during the third quarter of 2020 which is the same as this period in 2019.

1.7 Arrears

Beckett Building Arrears 1st Quarter 2020	First Quarter July to September 2020	Previous Quarter April to June 2020	Increase/ (Decrease)	Same Quarter Previous Year	Increase/ (Decrease)
Month End Revenues	\$38,794	\$37,398	\$1,396	\$36,699	\$2,095
Month End Rent Arrears	\$900	\$0	\$900	\$214	\$686
Month End Arrears as % of Month End Revenues	2.3%	0%	2.3%	0.6%	1.7%
Month End Total Arrears; including Maintenance Arrears & Rent Subsidy Overpayment	\$970	\$50	\$784	\$224	\$746
Total Arrears as % of Revenues	2.5%	0.1%	2.4%	0.6%	1.9%

Table 3- Beckett Building arrears by reason 3rd Quarter 2020

Branlyn Meadows Arrears	First Quarter July to September 2020	Previous Quarter April to June 2020	Increase/ (Decrease)	Same Quarter Previous Year	Increase/ (Decrease)
Month End Revenues	\$13,106	\$12,305	\$801	\$11,293	\$1,813
Month End Arrears	\$562	\$1,751	(\$1,189)	\$4,254	(\$3,692)
Month End Arrears as % of Month End Revenues	4.3%	14.2%	(9.9%)	37.7%	(33.4%)
Month End Total Arrears; including Maintenance Arrears & Rent Subsidy Overpayment	\$562	\$1,751	(\$1,189)	\$7,727	(\$7,165)
Total Arrears as % of Revenues	4.3%	14.2%	(9.9%)	68.4%	(64.1%)

Table 4 - Branlyn Meadows arrears by reason 3rd Quarter 2020

The target for rent arrears is not to exceed an average 3% of monthly rent revenue; 1% for the Beckett Building, and 5% for Branlyn Meadows. Effective rent arrears collection, while avoiding evictions, is a key focus for Housing Operations staff. Rent arrears at the Beckett are well within the target at 2.3%; at Branlyn rent arrears have significantly decreased from 14.2% at Q2 to 4.3% Q3 which is below target of 5%. The arrears of \$562 represent arrears for two families who currently have repayment agreements in place.

The average arrears for 2020 are currently 3.7%, the 2019 average monthly rental arrears were 7.2 per cent. Quarterly results from the previous year are provided for year-to-year comparative purposes. **See Appendix D: Arrears Report**

1.8 Insurance

For the first six months of 2020 there were no incident reports and no new claims.