

ELGIN SENIORS HOUSING BOARD REGULAR MEETING MINUTES
Thursday, April 11, 2019

The Elgin Seniors Housing Board Regular Meeting was held Thursday, April 11, 2019 at 10:00 a.m. at the Municipal Office in Chantry.

The following Board members were in attendance: Mayor Arie Hoogenboom, Councillor Bob Lavoie, Linda Carr, Jim Stedman and tenant representative Shirley Dowell. Mandy Fleming was absent with prior notice. The following Township of Rideau Lakes staff were in attendance: Brittany Mulhern, Secretary of the Board, Dave Schur, Deputy Treasurer, Rob Hennessy, Municipal Properties Supervisor, Nicole Halladay, Property Manager of the Elgin Seniors Complex, and Meg McCallum, Development and Emergency Management Coordinator.

NOMINATION OF CHAIRPERSON

RESOLUTION #1

Moved By: Arie Hoogenboom
Seconded By: Jim Stedman

That Linda Carr be elected as Chairperson of the Elgin Seniors Housing Board for a two-year term until the end of December 2020.

Carried.

AGENDA

RESOLUTION #2

Moved By: Arie Hoogenboom
Seconded By: Jim Stedman

To pass a Resolution that this Board adopt the Agenda, as submitted.

Carried.

DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Chair Carr asked if anyone had a pecuniary interest and the general nature thereof, regarding any items noted on the Agenda and none were heard.

MINUTES

The Minutes of the Regular Meeting held November 21, 2018 were distributed to the Board.

The following Resolution was duly moved and seconded:

RESOLUTION #3

Moved By: Jim Stedman
Seconded By: Bob Lavoie

To pass a Resolution that this Board approve the Regular Meeting Minutes of November 21, 2018 as submitted.

Carried.

STAFF REPORTS

1. Description of Responsibilities: Brittany Mulhern

Brittany Mulhern, Secretary of the Board, reviewed her written report regarding responsibilities of board and staff members. She noted that Township staff conduct their roles as part of the “duties as assigned” in their job descriptions, and added that the Property Manager role was previously a contract position but has been rolled into a Township staff role along with other duties.

The following Resolution was duly moved and seconded:

RESOLUTION #4

Moved By: Bob Lavoie
Seconded By: Arie Hoogenboom

To pass a Resolution that the Elgin Seniors Housing Board acknowledge and accept the Description of Responsibilities provided by Brittany Mulhern.

Carried.

2. Property Manager Update: Nicole Halladay

Nicole Halladay, Property Manager, reviewed her written report and advised further that the pest control contractor will be coming back for another round of exterior treatment and interior treatment at one building.

RESOLUTION #5

Moved By: Jim Stedman
Seconded By: Bob Lavoie

To pass a Resolution that the Elgin Seniors Housing Board acknowledge and accept the Property Manager’s report by Nicole Halladay, Property Manager of the Elgin Seniors Complex.

Carried.

3. Financials Update: Dave Schur

Dave Schur, Deputy Treasurer, reviewed his written Financial Update report. He noted that he allows for 5% vacancy in his budget for rent revenue and that there were no vacancies for 7 months. He noted that the surplus for 2018 is \$18,412, bringing the total in reserves to \$71,000. A board member inquired about the length of the long-term financing. Dave offered to confirm and send this information out to the board.

The following Resolution was duly moved and seconded:

RESOLUTION #6

Moved By: Arie Hoogenboom
Seconded By: Jim Stedman

To pass a Resolution that the Elgin Seniors Housing Board acknowledge and accept the verbal Financial Update Report by Dave Schur, Deputy Treasurer.

Further that the Board acknowledges and concurs with the presentation by Dave Schur regarding the 2018 Audited Financial Statement as prepared by Allan and Partners, CPA, Perth, Ontario.

Further that the Board adopts the draft 2019 budget as presented.

Carried.

4. Facility Update: Rob Hennessy

Rob Hennessy, Municipal Properties Supervisor, reviewed his written report, noting that he received approval for relief from MECP for sampling of organic and inorganic, sodium and fluoride samples with an estimated savings of \$2,600 every 5 years.

The following Resolution was duly moved and seconded:

RESOLUTION #7

Moved By: Bob Lavoie
Seconded By: Jim Stedman

To pass a Resolution that the Elgin Seniors Housing Board acknowledge and accept the verbal Facility Update Report by Rob Hennessy, Municipal Properties Supervisor.

Carried.

GENERAL DISCUSSION

1. 2019 Rent Increase Guidelines

Brittany Mulhern advised that the Province sets the annual rent increase guideline. For 2019, it is 1.8%. She advised that the rent is currently set at \$664 per month, including utilities.

The following Resolution was duly moved and seconded:

RESOLUTION #8

Moved By: Arie Hoogenboom
Seconded By: Jim Stedman

To pass a Resolution that the Elgin Seniors Housing Board adopt a rent increase of 1.8% for 2019.

Carried.

2. Confirmation of meeting dates and times

Brittany Mulhern advised that one new board member is unable to attend daytime meetings during weekdays, and asked for direction from the board on changing the meeting time. She noted that the board currently meets quarterly (Jan/Apr/Jul/Oct) but that the by-laws allow up to monthly meetings.

Board members confirmed that due to their own scheduling conflicts as well as the need for staff to work outside regular hours, they do not wish to change the meeting time.

The following Resolution was duly moved and seconded:

RESOLUTION #9

Moved By: Jim Stedman
Seconded By: Bob Lavoie

To pass a Resolution that the Elgin Seniors Housing Board confirm the dates and times for the 2019 meeting schedule as follows: 10:00 am July 18 & 10:00 am October 10, or alternatively at the call of the Chair.

Carried.

3. Other: Letter from Geraldine Baker re: gardening

Brittany Mulhern tabled a letter to the board from Geraldine Baker requesting a perennial garden at the base of the tree at the back of her unit and a 6 x 10 strip for a vegetable garden.

The following Resolution was duly moved and seconded:

RESOLUTION #10

Moved By: Arie Hoogenboom
Seconded By: Bob Lavoie

To pass a Resolution that the Elgin Seniors Housing Board acknowledges the letter provided by Geraldine Baker in regards to gardening.

Further that Nicole is directed to work with the resident to relocate the perennial flowers around the tree.

Further that as per previous Board direction the flowers at the back of her unit are to be removed by the Property Manager.

Further that the resident be permitted to create a maximum 80sqft vegetable or flower garden across the road from the units at a visually discreet location as directed by the Property Manager with input from the resident. This permission will be granted for a trial period in 2019, subject to further review in 2020. All maintenance will be completed by the tenant only and there shall be no permanence to the garden.

Carried.

4. Other: Tenant Representative Update

Shirley Dowell noted that she asked tenants to provide her with items to bring to the Board's attention and there were only minor issues that she will share with the Property Manager. She noted that because the ground is so sandy it is difficult to get grass to grow and the lawn looks unkempt in the summer. She requested that the lawn be over sown with grass seed this year.

5. Other: Housing 101 Info Session

Mayor Hoogenboom advised that he attended a Housing 101 session hosted by the United Counties of Leeds and Grenville. He has provided the slide deck to Brittany, who will circulate it to all board members.

CONFIRMING BY-LAW

RESOLUTION #11

Moved By: Bob Lavoie
Seconded By: Jim Stedman

To pass a Resolution that By-law Number 2019-01, being a By-law to confirm the proceedings of the Elgin Seniors Housing Board at its Meeting held April 11, 2019, be read a first, second and third time and finally passing this 11th day of April 2019.

Carried.

ADJOURNMENT

The Chair declared this Elgin Seniors Housing Board Meeting be adjourned at 11:00 a.m., until the next regular meeting.

Carried.

Linda Carr
Chair

Brittany Mulhern
Secretary