

Caradoc Housing Corporation
Regular Meeting Minutes

June 19, 2024
11:30 am
Council Chamber
Strathroy-Caradoc Municipal Office
52 Frank Street
Strathroy, ON

Present: Mayor Colin Grantham
Councillor Donna Pammer
Councillor Frank Kennes
Member Heather Martineau
Member Jeff Lunn

Absent with Notice: Bill Dakin, Director of Financial Services

Staff Present Tim Zavitz, Property Manager
Jennifer Pereira (Recorder)

1. Roll Call

2. Approval of Agenda

Moved By Mayor Colin Grantham

Seconded By Member Heather Martineau

THAT: the June 19, 2024 - Caradoc Housing Corporation Meeting Agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Approval of Minutes

Moved By Councillor Frank Kennes

Seconded By Member Jeff Lunn

THAT: the following meeting minutes be approved as written.

- Caradoc Housing Corporation Meeting Minutes - May 15, 2024
- Caradoc Housing Corporation Special Meeting Minutes - May 28, 2024

Carried

4.1 Meeting Minutes - May 15, 2024

4.2 Caradoc Housing Corporation Special Meeting Minutes - May 28, 2024

5. Financial Matters

5.1 Accounts

Moved By Member Heather Martineau

Seconded By Mayor Colin Grantham

THAT: the May 2024 - Cheque Detail Report be received for information.

Carried

5.1.1 CHC - May 2024 - Cheque Detail - May 7 to June 5, 2024

5.2 Financial Reports

Moved By Councillor Frank Kennes

Seconded By Member Heather Martineau

THAT: the May 2024 financial reports be received for information.

Carried

5.2.1 CHC - May 2024 - Balance Sheet

5.2.2 CHC - May 2024 - Profit and Loss

5.2.3 CHC - May 2024 - Trial Balance

5.2.4 CHC - May 2024 - Budget VS Actual (Jan to May)

6. Caradoc Place/Parkview Manor

6.1 Correspondence - Caradoc Place

Chair Pammer indicates to the board that all this information is being gathered to forward to Council for information.

Moved By Councillor Frank Kennes

Seconded By Member Heather Martineau

THAT: Items 6.1.1 to 6.1.3 be received for information.

Carried

6.1.1 General Review Report No. 38 Final

6.1.2 Nicholson Sheffield Architects Inc.- Final Review Letter

6.1.3 Caradoc Place Fire Alarm Plan

6.2 Property Management Report

Member Martineau had concerns that some items were missing in the quotes. Property Manager, Tim Zavitz addresses all the items.

Moved By Member Heather Martineau

Seconded By Member Jeff Lunn

THAT: the CHC Property Management Report - June 2024 be received for information.

Carried

Moved By Member Jeff Lunn

Seconded By Councillor Frank Kennes

THAT: the board approve the quotes as provided they include the following conditions:

- removal and salvaging of the benches, checker table and stools
- brick removal including the base
- stump removal includes the roots

Carried

Moved By Member Jeff Lunn

Seconded By Councillor Frank Kennes

THAT: the board direct the property manager to bring back a description and proposal on the work required to bring 2500 Queen St (Parkview Manor) up to a standard to be rented.

Carried

6.2.1 Tree Removal Quotes - Parkview Manor (2500 Queen Street)

6.2.2 Concrete Work - Parkview Manor (2500 Queen Street)

6.3 External Audit of Caradoc Place

Chair Pammer indicates that Council has approved Phase one and the work will be commencing shortly.

7. In Camera Matters

Moved By Member Jeff Lunn

Seconded By Mayor Colin Grantham

THAT: the board move into closed sessions for the purpose of discussing the following:

- One item in accordance with Council's Procedure By-law (to approve In-Camera Meeting Minutes); and
- One item pursuant to Section 239(2)(b) of the *Municipal Act, 2001*, as amended, regarding personal matters about an identifiable individual, including municipal or local board. (Board Nominations)

Carried

8. Report on In Camera Matters

Chair Pammer reported that the board move into closed sessions for the purpose of discussing the following:

- One item in accordance with Council's Procedure By-law (to approve In-Camera Meeting Minutes); and
- One item pursuant to Section 239(2)(b) of the *Municipal Act, 2001*, as amended, regarding personal matters about an identifiable individual, including municipal or local board. (Board nominations).

THAT: the direction in Closed Session be approved.

Moved By Member Jeff Lunn

Seconded By Councillor Frank Kennes

THAT: the Caradoc Housing Corporation does hereby appoint Jean-Paul Daigneault to be considered for election to the Board of Directors by the Members at the Annual General Meeting, in the capacities set out in the below chart:

Nominee Name	Board Composition the Nominee is Proposed to Fill	Length of Term Proposed
1) Jean-Paul Daigneault	Tenant/Resident	1 Year
NOTE: Officer positions are determined by the Board at a Board Meeting		

Carried

9. Enquiries or Comments by Members

10. Schedule of Meetings

- Annual General Meeting - June 26, 2024 @ 6:00p.m. - Caradoc Place
- Regular Meeting - July 17, 2024 @ 11:30 a.m.

11. Adjournment

Moved By Councillor Frank Kennes

Seconded By Member Jeff Lunn

THAT: the Caradoc Housing Corporation Meeting - June 19, 2024 adjourn at 12:25 p.m.

Chair



Vice-Chair