

**Annual General Meeting - Caradoc Housing Corporation**  
**Meeting Minutes**

**June 26, 2024**  
**6:00 pm**  
**Caradoc Place**  
**22645 Adelaide Road, Mount Brydges**

Present: Mayor Colin Grantham  
Councillor Donna Pammer  
Member Heather Martineau  
Member Jeff Lunn  
Bill Dakin, Director of Financial Services

Absent with Notice: Councillor Frank Kennes

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

Others Present Trisha McKibbin, CAO  
Councillor Greg Willsie  
Councillor Brian Derbyshire  
Lauire Derbyshire  
Ron Wright, Caradoc Place  
Pattie Pearl, Resident  
Barb and Bill Wardell, Residents  
Jean- Paul Daigneault, Resident  
Mark Watters, Parkview Manor  
Shaun Vincent  
Lorette Bear  
Joan Weston  
Norm Lamarsh  
Craig Chinnel  
Dave Martineau

**1. Roll Call**

Chair Donna Pammer shares with the members some of the highlights from 2023.

Mayor Colin Grantham reflects on the history of Caradoc Housing Corporation and where it began in 1981.

**2. Approval of Agenda**

**Moved By** Member Heather Martineau

**Seconded By** Member Jeff Lunn

**THAT:** the board receive the recommendation of nomination of board member and add it to item 5; and

**THAT:** the item Enquiries and Comments By Members be added; and

**THAT:** the June 26, 2024 Annual General Meeting Agenda be approved as amended.

**Carried**

**3. Declaration of Pecuniary Interests**

None.

**4. Strathroy-Caradoc Housing By-laws and Articles of Incorporation**

**Moved By** Mayor Colin Grantham

**Seconded By** Member Jeff Lunn

**THAT:** the Strathroy-Caradoc Housing Corporation By-laws receive first, second and third and final reading.

**Carried**

**Moved By** Mayor Colin Grantham

**Seconded By** Member Jeff Lunn

**THAT:** the Amended Articles of Incorporation be approved.

**Carried**

**5. Appointing of Members**

**Moved By** Member Jeff Lunn

**Seconded By** Mayor Colin Grantham

**THAT:** the following nominations for the Strathroy-Caradoc Housing Corporation Board be appointed:

Colin Grantham - Mayor - Term 3 years  
Mike McGuire - Deputy Mayor - Term 3 years  
Donna Pammer - Councillor Ward One - role 3 years  
Greg Willsie - Councillor Ward Two - role 3 years  
Heather Martineau - Community Representative - 3 years  
Jeff Lunn - Community Representative - 2 years  
Jean-Paul Daigneault - Tenant/Resident - 1 year

**Carried**

## **6. Appointment of Auditors**

**Moved By** Member Heather Martineau  
**Seconded By** Member Jeff Lunn

**THAT:** the Caradoc Housing Corporation appoint the Municipal Auditors- BDO.

**Carried**

## **7. Financial Reports**

### **7.1 2024 Budget**

Bill Dakin, Director of Financial Services speaks briefly on the 2024 Budget. He indicates that the 2024 Budget is based on the actuals on 2500 Queen Street and an estimate on Caradoc Place.

**Moved By** Mayor Colin Grantham  
**Seconded By** Member Heather Martineau

**THAT:** the 2024 Caradoc Housing Budget be received for information.

**Carried**

### **7.2 2023 Interim Unaudited Financial Statements**

**Moved By** Member Heather Martineau  
**Seconded By** Member Jeff Lunn

**THAT:** the 2023 Interim Unaudited Financial Statements be received for information; and

**THAT:** the 2023 Interim Unaudited Financial Statements be approved; and

**THAT:** a Financials Membership Meeting be called for August 22, 2024 @

6:00 p.m. at Caradoc Place to approve the 2023 Final Audited Financial Statements.

**Carried**

**8. Other Business**

**8.1 Recognition - Anne Campbell, Caretaker for Parkview Manor, Mount Brydges**

Mayor Colin Grantham recognizes Anne Campbell for her years of service as Caretaker of Parkview Manor.

Chair Donna Pammer also recognizes the volunteers that contributed their time and effort on the garden improvements at Parkview Manor

**9. Enquiries and Comments By Members**

Jean-Paul Daigneault, Tenant requests about obtaining Emergency phone numbers in order to get a hold of Tempo. He asks the board in regard to the access to the storage rooms at Parkview Manor and how much notice is needed to the Property Manager. He also requests that a meeting be set up with the board and the residents of Parkview Manor.

Sherri, Resident of Parkview Manor indicates that she was the assistant to the caretaker in cases of emergencies and feels it is necessary to have a designated person on site for those occurrences. She also requests a new handle on the outdoor water faucet

Lee-Anne, Resident also agrees with keys being available for emergency purposes.

Ron Wright, Caradoc Place indicates that there are some metal plates on the inside and outside his unit for automatic door opener which appear to be ready for an accessible option. He requests that the board look into that option. He also asks about grants available to subsidize his rent. Chair Donna Pammer suggests contacting the Community Navigator.

**10. Schedule of Meetings**

- Regular Meeting - Wednesday, July 17, 2024 @ 11:30 a.m.

**11. Adjournment**

**Moved By** Mayor Colin Grantham  
**Seconded By** Member Jeff Lunn

**THAT:** the Annual General Meeting of June 26, 2024 adjourn at 6:41 p.m.

**Carried**

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Chair

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Vice-Chair