

Strathroy Caradoc Housing Corporation
Meeting Minutes

Monday, December 15, 2025
4:00 pm
Committee Room (2nd Floor) - In Person
Strathroy-Caradoc Municipal Office
52 Frank Street
Strathroy, Ontario

Present: Mayor Colin Grantham
Deputy Mayor McGuire
Councillor Brian Derbyshire
Councillor Steve Pelkman

Also Present: Tim Zavitz, Property Manager
Melonie Carson, Deputy Clerk/Records Management
Coordinator (Recorder)
Melissa Tighe, Deputy Clerk/Lottery Licensing Officer (Recorder)

1. Roll Call

Deputy Mayor McGuire confirmed the board attendance noting that Councillor Derbyshire was absent and Tim Zavitz was enroute.

2. Approval of Agenda

Moved By Councillor Steve Pelkman
Seconded By Mayor Colin Grantham

THAT: the December 15, 2025 Strathroy Caradoc Housing Corporation Meeting Agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Approval of Minutes

Moved By Mayor Colin Grantham
Seconded By Councillor Steve Pelkman

THAT: the October 27, 2025 Strathroy Caradoc Housing Corporation Meeting minutes be approved as written, and further;

THAT: the November 17, 2025 Strathroy Caradoc Housing Corporation AGM Meeting minutes be approved as written.

Carried

4.1 Strathroy Caradoc Housing Corporation Meeting Minutes of October 27, 2025

4.2 Strathroy Caradoc Housing Corporation Meeting Minutes- AGM- November 17, 2025

5. Financial Matters

5.1 Accounts

Moved By Councillor Steve Pelkman
Seconded By Mayor Colin Grantham

THAT: the October and November 2025 - Cheque Detail Report be received for information.

Carried

5.1.1 CHC - October 2025 - Cheque Detail - Oct 3 to Nov 5, 2025

5.1.2 CHC - November 2025 - Cheque Detail - Nov 6 to Dec 4, 2025

5.2 Financial Reports

Deputy Mayor McGuire discussed preparations for the 2026 budget and noted that a meeting will be scheduled in early January. A corporate membership meeting will need to be called, and the budget will be forwarded to Mayor Grantham for presentation at the January 13 Council meeting.

Councillor Derbyshire joined the meeting at 4:03 p.m.

Tim Zavitz joined the meeting at 4:09 p.m.

Moved By Councillor Steve Pelkman
Seconded By Mayor Colin Grantham

THAT: the October and November 2025 - Financial Reports be received for information.

Carried

5.2.1 CHC - October 2025 - Balance Sheet

5.2.2 CHC - October 2025 - Profit and Loss - Jan to Oct 2025 (YTD)

5.2.3 CHC - October 2025 - Profit and Loss

5.2.4 CHC - October 2025 - Trial Balance

5.2.5 CHC - November 2025 - Balance Sheet

5.2.6 CHC - November 2025 - Profit and Loss - Jan to Nov 2025 YTD

5.2.7 CHC - November 2025 - Profit and Loss

5.2.8 CHC - November 2025 - Trial Balance

6. Caradoc Place/Parkview Manor

6.1 Property Management Report

Tim Zavitz, Property Manager, was present to speak to the Property Management report noting the following:

- Two quotes were received for HVAC preventative maintenance at Caradoc Place (HTS/DXS and Naylor).
- Tenant in Unit 104 has moved to a nursing home and requested a refund of last month's rent.
- Tenant in Unit 307 has passed away and the family have requested a refund of last month's rent.
- There are currently 11 vacancies at Caradoc Place.
- There is 1 vacancy at Queen Street (Unit 208).
- A request was received from the tenant in Unit 106 for a tub-to-shower conversion.

Moved By Mayor Colin Grantham
Seconded By Councillor Brian Derbyshire

THAT: the Board go with HTS/DXS for a one year contract.

Carried

Moved By Councillor Steve Pelkman
Seconded By Mayor Colin Grantham

THAT: the Board authorize the Chair to sign a one year contract with HTS/DXS.

Carried

Moved By Mayor Colin Grantham
Seconded By Councillor Steve Pelkman

THAT: the Board defer the refund request from unit 104 and unit 307 until the February meeting, until a policy is developed and then the requests will be resolved pursuant to the new policy.

Carried

Moved By Councillor Steve Pelkman
Seconded By Councillor Brian Derbyshire

THAT: the Board defer the bathroom update in the unit at Queen Street to the January meeting.

Carried

7. Unfinished Business

7.1 Smoking on Property

After follow up from the previous meeting, members confirmed that the gazebo at Caradoc Place has been removed.

8. In Camera Matters

The board moved into Closed Session to discuss the following:

- One item in accordance with Council's Procedure By-law (to approve In-Camera Meeting Minutes of October 27, 2025);
- One item pursuant to Section 239(2)(k) of the *Municipal Act, 2001*, as amended, a position, plan, procedure, criteria or instruction to be applied

to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Tempo Contract/Property Management RFP);

- One item pursuant to Section 239(2)(f) of the *Municipal Act, 2001*, as amended, advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Service Delivery Agreement).

Moved By Councillor Brian Derbyshire

Seconded By Mayor Colin Grantham

THAT: the board move into Closed Session at 4:47 p.m. for the purpose of discussing the following:

- One item in accordance with Council's Procedure By-law (to approve In-Camera Meeting Minutes of October 27, 2025);
- One item pursuant to Section 239(2)(k) of the *Municipal Act, 2001*, as amended, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Tempo Contract/Property Management RFP);
- One item pursuant to Section 239(2)(f) of the *Municipal Act, 2001*, as amended, advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Service Delivery Agreement).

Carried

9. Report on In Camera Matters

Deputy Mayor McGuire reported that the board moved into Closed Session for the purpose of discussing the following:

- One item in accordance with Council's Procedure By-law (to approve In-Camera Meeting Minutes of October 27, 2025);
- One item pursuant to Section 239(2)(k) of the *Municipal Act, 2001*, as amended, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Tempo Contract/Property Management RFP);
- One item pursuant to Section 239(2)(f) of the *Municipal Act, 2001*, as amended, advice that is subject to solicitor-client privilege, including

communications necessary for that purpose (Service Delivery Agreement).

Moved By Councillor Steve Pelkman
Seconded By Councillor Brian Derbyshire

THAT: the direction in Closed Session be approved.

Carried

Moved By Councillor Brian Derbyshire
Seconded By Councillor Steve Pelkman

THAT: the Board approve the Tempo Contract extension for 6 months ending on June 30th, 2026, and further;

THAT: the Board authorize the Chair to sign the contract extension.

Carried

10. Schedule of Meetings

The next scheduled meeting will be at the call of the Chair.

10.1 2026 Schedule of Meetings

Moved By Councillor Brian Derbyshire
Seconded By Councillor Steve Pelkman

THAT: the Board approve the 2026 Schedule of Meetings.

Carried

11. Adjournment

Moved By Councillor Brian Derbyshire
Seconded By Councillor Steve Pelkman

THAT: the December 15, 2025 Strathroy Caradoc Housing Corporation Meeting adjourn at 5:28 p.m.

Carried

President

Secretary