

## **ELGIN SENIORS HOUSING BOARD REGULAR MEETING MINUTES Wednesday, January 31, 2024**

The Elgin Seniors Housing Board Regular Meeting was held Wednesday, January 31, 2024, at 10:00 a.m. at the Municipal Office in Chantry.

The following Board members were in attendance: Chair Linda Carr, Ron Holman, Arie Hoogenboom, and Resident Representative Shirley Dowell. Board Member Jim Stedman was absent.

The following Township of Rideau Lakes staff were in attendance: Nicole Halladay, Property Manager of the Elgin Seniors Complex, Rob Hennessy, Property Supervisor of the Elgin Seniors Complex, Malcolm Norwood, Secretary of the Board, Ben Rothwell, Works & Facilities Coordinator, and Dave Schur, Deputy Treasurer.

### **EMERGENCY ADDITIONS TO THE AGENDA:**

The Chair asked if anyone had any emergency additions, and none were heard.

### **ADOPTION OF THE AGENDA:**

#### **RESOLUTION #1-2024**

Moved By: Ron Holman

Seconded By: Arie Hoogenboom

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

Carried.

### **DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:**

The Chair 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 April 6, 2023, were distributed to the Board.

The following Resolution was duly moved and seconded:

#### **RESOLUTION #2-2024**

Moved By: Arie Hoogenboom

Seconded By: Ron Holman

To pass a Resolution that this Board approve the Regular Meeting Minutes of April 6, 2023, as submitted.

Carried.

## **STAFF REPORTS**

### **Property Manager and Facility Update: Nicole Halladay**

Nicole Halladay, Property Manager, reviewed her written report. Mrs. Halladay explained the quotations that were received. The transition to W.O. Stinson supplying propane to the units was discussed. Some discussion also took place around duct cleaning for the units and the quote that was received from Enviro Plus Duct Cleaning Ltd.

### **RESOLUTION #3-2024**

Moved By: Ron Holman

Seconded By: Arie Hoogenboom

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

Carried.

### **Financials Update and Draft 2024 Budget: Dave Schur**

Dave Schur, Deputy Treasurer, reviewed his written report. Mr. Schur highlighted some unbudgeted expenses that were incurred in 2023 that contributed to a deficit for the year. Mr. Schur explained how the deficit would need to be covered using reserves. Mr. Schur also mentioned that the building maintenance amount included in the 2024 budget would likely be insufficient to cover the proposed gardening and duct cleaning projects. Discussion took place around the proposed 2024 budget. It was discussed that the vent cleaning could be looked at later in the year, and that Mrs. Halladay would likely continue to provide the gardening service herself. The mortgage on the property was also discussed.

### **RESOLUTION #4-2024**

Moved By: Arie Hoogenboom

Seconded By: Ron Holman

To pass a Resolution that the Elgin Seniors Housing Board acknowledge and accept the written and verbal Financials Update Report by Dave Schur, Deputy Treasurer from January 31, 2024; AND FURTHER that the Board adopts the Draft 2024 Budget as presented and that any funds from the reserve be used to cover the 2023 deficit.

Carried.

## **GENERAL DISCUSSION**

### **7.1 Correspondence**

#### **7.1.1. AHDIR2023-03: Affordable Housing Rent Increase Guideline**

#### **7.1.2. AHDIR2024-01: Affordable Housing Household Income Limits and Annual**

## **Income Verification**

Mr. Norwood highlighted the need to increase rent for existing tenants in line with the maximum allowable percentage in order to keep up with financial pressures. Discussion took place around the proposed rent increase for new tenants and the appropriateness of the current monthly utility charge. Mr. Norwood explained AHDIR2024-01 which lays out the current income limits for residents. Income verification for residents was discussed.

### **RESOLUTION #5-2024**

Moved By: Arie Hoogenboom

Seconded By: Ron Holman

To pass a Resolution that the Elgin Seniors Housing Board enacts a 2.5% allowable rent increase for existing tenants as permitted under AHDIR2023-03; AND FURTHER that new tenants be charged a rent of \$725 per month and a new utility fee of \$225.

## **7.2 Tenant Concerns – Shirley Dowell**

Mrs. Dowell mentioned concerns regarding winter maintenance. Staff will be following up and will rectify any issues.

## **CONFIRMING BY-LAW**

### **RESOLUTION #6-2024**

Moved By: Ron Holman

Seconded By: Arie Hoogenboom

To pass a Resolution that By-Law #2024-01 being a By-Law to govern the proceedings of the Elgin Seniors Board, at its Meeting held January 31, 2024, be read a first, second and third time and finally passed this 31<sup>st</sup> day of January 2024.

Carried.

## **ADJOURNMENT**

The Chairperson declared the Elgin Seniors Housing Board Meeting adjourned at 10:50 a.m., until the next Regular Meeting.

Carried.

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Linda Carr  
Chair

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Malcolm Norwood  
Secretary