

Minutes of the Huron East/Seaforth Community Development Trust Meeting
Thursday, April 4, 2019

7 pm @ Post Office



To use the reserve funds to promote the health, safety, morale, and welfare of the rate payers of the former Town of Seaforth; and to promote Economic Development of the geographic area known as the former Town of Seaforth.

Trust members present: Christie Little, Joe Steffler, Bob Fisher, Neil Tam, Ellen Whelan, Ray Chartrand, Cathy Elliott

Others present: Property Manager Chance Coombs

1. The meeting was called to order in the boardroom by Chair Christie Little @ 7 p.m.
2. Deputation/Requests – Thank you card for donation to Doug Perkes Memorial Hockey Fund.
3. Additions to Agenda & Approval of Agenda
 - Christie asked for discussion on the JL Retirement lease on 2nd floor back office.
 - Bob asked for discussion about the time of monthly Trust meetings.

Moved by Neil, seconded by Ellen for approval of agenda and additions to agenda. Carried.

4. Disclosure of Trustees' Pecuniary Interest - None
5. Accounts Payable – Financial Reports
 - Total of \$4430.07 paid
 - Chance asked how to coordinate the fee for outdoors work done with work that was done and time spent doing the work. This will be discussed when Chance, Christie and Cathy meet later this month.
 - Answer to Bob's question about direct deposit of trustees' cheques was that Brian Wightman's office does not offer this option to any of its clients at present.

Moved by Neil, seconded by Bob that the Accounts Payable of \$4430.07 be paid and the financial report be approved. Carried.

6. Property Manager's Report – Chance Coombs (see attached)

- Post Office front door lock wasn't working properly and has been repaired.
- Lock (combination lock) on Post Office back door has been freezing
- Brad Knight has been informed that the upgrade to LED lighting program has been cancelled by the province.

Moved by Ray, seconded by Bob that Chance purchase and install a new combination lock on back door of Post Office. Carried.

Moved by Joe, seconded by Bob for approval of Property Manager's report. Carried.

7. Huron East Health Centre Report – Neil and Ellen

- Neil and Ellen had a tour of the health centre.
- A few renovations are being done for the new doctor, Dr. Gavsie.
- Budget was on the agenda.

Moved by Ray, seconded by Ellen for approval of report. Carried.

8. Minutes of March 7, 2019 meeting

Moved by Neil, seconded by Ray for approval of the minutes. Carried.

Business Arising from the Minutes

Financial Reports and Auditors –

Moved by Ray, seconded by Joe to approve draft copy of audit. Carried.

- The cost of the audit was \$536.75. Bob shared that the Trust's audit used to be part of the Huron East at no cost to the Trust and asked why that no longer happens. It was concerns of anonymity that resulted in going on our own for annual audit. Joe said that the Trust did not receive an audit report when we were part of the town's audit. He also mentioned that the cost of our audit was added to the town's cost, all of which was covered by the taxpayers.

Moved by Joe, seconded by Neil to continue doing our audit separate from the municipality's. Four in favour. Carried.

Twins Lawn Care 3-year quote -

- The 3-year quote was presented. An annual increase of \$100 in 2020 and 2021 is to cover the Carbon Tax.

Moved by Neil, seconded by Bob to accept the 3-year quote. Carried.

P.D. Day Movie – April 5

- Christie reported that the Optimist Club's popcorn machine can be borrowed. We will begin making popcorn at noon and the doors will open @ 12:30 pm for a 1 pm showing.
- Neil will arrive @ 11:30 am to set up popcorn table, projector and gym mats. He reported that SPS music teacher Heather Dawe said that we didn't need a license to show the movie.
- Ellen has obtained the movie from the library at no cost to us.
- Trustees who can assist on the day are asked to arrive @ noon.

Souper Saturday – Saturday April 13

- Christie will be making soup at her home on Friday April 12. Trustees who can assist are asked to arrive @ noon.
- Joe will chop onions and deliver to Christie.
- Required Health Unit form will be completed by Christie.

JL Retirement Lease

- E-mail from Jessica Lunshof indicating she wishes to continue renting the 2nd floor back office. The last rent payment received was for September 2018.
- Christie will ask for monthly postdated rent cheques to avoid lapses in rent payment in the future.

Trust Meeting Times

- Bob explained that he, Joe and Ray have a lot of night meetings and asked if Trust meetings could begin at 4:30 or 5 pm.

- Trustees who have daytime commitments felt that the earlier meeting time would be difficult for them.
- Christie hoped that as the learning curve for new trustees shortens, the meetings wouldn't be as lengthy.

Code of Conduct – Christie

- The Code of Conduct used by the municipality is a 23 page document.
- The Board that Christie works for uses a Commitment to Serve document and we may consider this as an alternative.
- Brad Knight has e-mailed Christie and Cathy copies of HE's Code of Conduct and Accountability and Transparency Policies for consideration. Christie will e-mail these to Neil, Ellen and Ray. Discussion will take place at a later date.
- Christie shared a newspaper article about frivolous lawsuits over Code of Conduct that have happened in North Huron.

Other –

- Joe suggested that the Trust have the Post Office's 2nd floor hallway painted. It was decided to have this done when the 2nd floor washrooms are painted.
- Joe shared that a Seaforth resident, Sam Steep is competing in the World Mixed Doubles curling competition in Sweden and asked for a sponsorship from the Trust.

Moved by Joe, seconded by Bob that the Trust provide Sam with a \$500 sponsorship. Carried.

- Cathy will ask Lynn McClure to cut the cheque. Joe will present the cheque to Sam and request that he make a presentation to the Trust about his competition.

New Business –

Fireworks –

- A budget of \$15,000 has been set for the fireworks on Labour Day Sunday, raindate, Labour Day Monday.

Moved by Neil, seconded by Ellen to hold fireworks on the 2019 Labour Day weekend. Carried.

CCAC (LHIN) building –

- Bob expressed concern that Premier Ford’s concept of a superLHIN might mean that the local LHIN might not exist in two years when the lease is up for renewal.
- Joe expressed his opinion that the possibility of the local LHIN disappearing won’t affect occupancy of the LHIN building.

GIC’s –

- Christie explained that the Trust has three GIC’s maturing at MCU.

**Moved by Ray, seconded by Neil that the GIC’s be renewed for 6 months at 2.3%.
Carried.**

9. In Camera –

**Moved by Bob, seconded by Ray that the Trust, pursuant to Section 239(2) of the
Municipal Act, to leave the regular meeting of the Trust at 8:24 pm to go In
Camera. Carried.**

**Moved by Neil, seconded by Ellen that the Trust enter an In Camera session at
8:25 pm to discuss Section 239(2)(c) Property. Carried.**

**Moved by Ray, seconded by Neil that the Trust leave the In Camera session at
9:02 pm. Carried.**

**Moved by Ray, seconded by Bob that the Trust resume the regular meeting at
9:03 pm. Carried.**

Motion for adjournment at 9:04 pm by Bob.

Next meeting – Thursday May 2, 2019 @ 7:00 pm.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT

Post Office

Andra called requesting service on front door lock. Repaired
Post office custodian (Sandra) called to advise that ceiling tiles were out of place in the lobby.
Repaired
I am continuing to monitor the temperature & pressure of the boiler as well as checking on space heaters, etc.
Continue to supply custodian with needed supplies.
Continuing to clean up garbage in Parkette.
Checking in regularly with employees. (issues?)
All good!

L.H.I.N.

Received an email from Chris Kostakos regarding some pot lights out in the main lobby.
Checked all breakers and asked that he try to replace some bulbs (as I don't have that type and informed him that the Trust's contract reads that LHIN is responsible for interior lights) before I call an electrician. Haven't heard back yet.
Filled water softener brine tank with salt.
Checking in regularly with employees. (issues?)
All good!

P.M. Chance Coombs