



# AFFORDABLE SENIOR HOUSING COMMITTEE

The minutes of the committee meeting of the Affordable Senior Housing Committee held Wednesday, October 6<sup>th</sup>, 2021 at 4:00 p.m. in the Dr. S. F. Monestime Council Chambers. The meeting was also available via teleconference.

Members Present: Francine Desormeau, CAO/Treasurer  
Garry Thibert, Chair, Councillor of Town of Mattawa  
Brittany Belanger, Executive Assistant  
Vala Monestime Belter, Member at Large  
Noella Burke, Member at Large  
Kevin Bittner, Member at Large

Development Team: John Demeis, Descon Construction Ltd  
David Butler, Descon Construction Ltd

Members Absent: Loren Mick, Councillor of Town of Mattawa  
Laura Ross, Councillor of Town of Mattawa  
Amy Leclerc, Clerk/Revenue Services Clerk

1. Call to Order

Chair Thibert called the meeting to order at 4:03 p.m.

2. Adoption of Minutes

Resolution Number ASH21-21  
Moved by Vala Monestime Belter  
Seconded by Kevin Bittner

***BE IT RESOLVED THAT the minutes of the Affordable Senior Housing Meeting of Wednesday, September 1<sup>st</sup>, 2021 be adopted as circulated.***

Carried

3. Update from Descon Construction

Mr. Demeis of Descon Construction provided the committee with an update on the construction to date. The committee was provided with the latest version of the site plans and drawings. North Wing most of the shoring work completed; structural walls have been taken down.

Demolition has been completed, interior framing nearing completion. Drywall is underway, heating system and high efficiency boiler plant installation is nearing completion.

The garbage room almost complete. Multiple bins will be installed to accommodate all residents.

Courtyard walkways have been installed and yard cleanup has been completed.

Looking for opinions on where the location of the signage should be placed. The sign should be placed at the front of the street not blocking the view of those who will be in the sitting area. Make the sign tall enough due to the amount of snow during our winter months. Parking lot has been cleared, the new pavilion is being made as we speak. French drains have been installed and working very well, especially after the large rainstorm we had a week ago, no water pooled in the parking lot.

We are very pleased with the way things are going, by the next meeting we will be able to arrange a site visit for the committee members and team.

#### 4. Draft Terms of Reference

Appointing members to the Board of Directors will have to done by Council, letters get sent, approved by committee, or the committee appointed by council. The board should have the ability to get the letter out and have council review it.

Affordable Senior Housing Committee is established and would be able to continue this committee rather than seeking out for a nonprofit organization. Council would provide direction to the committee on this subject. Would have to provide permission to the property manager to take care of day-to-day operations and report back quarterly to the committee.

Council wanted to get this project running then provide everything to a non-profit agency. Would like this committee remain as owners of this project with Council backing. The committee will have to investigate further if it will be able to become Not For Profit or stay status quo.

Descon Construction has been included in all documentation to provide one year of property management for new building while Committee brings permanent operating structure recommendations to Council. This will buy some time to establish future Terms of Reference. Proposal from Descon was requested by the committee for review.

#### 5. New Business

##### 5.1 Schedule Meeting Mid-October – Review of Draft Tenant Policy Handbook

Mr. Butler of Descon Construction Team will provide the committee with the Tenant Policy Handbook once completed for input. Will be reviewing proper policies for tenants that will have relatives residing in home when tenant passes what would our protocol consist of for eviction.

On Wednesday, November 3, 2021 the committee will gather together at 2:00 p.m. to review a tenant policy and a site tour at 4 p.m.

##### 5.2 Senior Housing List Update

To date on the Senior Housing List there are 96 tenants with 22 not confirmed. 74 people have been contacted with 36 ready to move in for March 2022.

The committee needs to provide decisions on who will be showing the units and who will be making the decision on tenants. It was suggested to hold an open house and hand out applications. Our next survey will be more detailed.

5.3 DNSSAB – Community Affordable Housing Initiative Proposal

Mr. Butler has advised that the application was received and have fielded questions which shows interest in the application. Will provide further details at the next meeting.

6. Next Steps

More advertising is needed to get the word out. Currently there are 36 applicants who could move in at the beginning of March 2022 which is not a lot to chose from considering there are 30 apartments in the complex. Advertising will interest a lot of people who may have forgot about the project or who wasn't aware of it. Flyers can be sent out in the mail, share with the Mattawa recorder, senior complexes in the area, the Lion's Den, Legion and make live announcements on tv bingo and catch the ace.

We would like to have the applications out by Christmas, have interviews and a couple of open houses. Until the building is ready for viewing it would be advised to hold an "open house" at the town hall with all the information and questions from the public. A virtual 3D version of what the apartments would look like all set up with furniture for those to have a better idea until we can physically do a walk through could be done.

7. Adjourn Meeting (Next Meeting Date Wednesday, November 3<sup>rd</sup>, 2021)

Resolution Number ASH21-22

Moved by Noella Burke

Seconded by Kevin Bittner

***BE IT RESOLVED THAT the Affordable Senior Housing Committee adjourn the meeting at 6:15 p.m.***

Carried



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Chair