



# AFFORDABLE SENIOR HOUSING COMMITTEE

The minutes of the committee meeting of the Affordable Senior Housing Committee held Wednesday, February 2<sup>nd</sup>, 2022 at 4:15 p.m. The meeting was held in Dr. S. F. Monestime Council Chambers also available via teleconference, and via videoconference due to the COVID-19 pandemic.

Members Present: Francine Desormeau, CAO/Clerk/Deputy-Treasurer  
Garry Thibert, Chair, Councillor of Town of Mattawa  
Laura Ross, Councillor of Town of Mattawa  
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  
Keith Harriman, Descon Construction Ltd

Support Staff: Amy Leclerc, Clerk/Revenue Services Clerk  
Brittany Belanger, Executive Assistant

Members Absent: Loren Mick, Councillor of Town of Mattawa

1. Call to Order

Chair Thibert called the meeting to order at 4:00 p.m. and welcomed everyone to the meeting.

2. Adoption of Minutes

Resolution Number ASH22-03

Moved by Laura Ross

Seconded by Noella Burke

***BE IT RESOLVED THAT*** the minutes of the Affordable Senior Housing Meeting of Wednesday, January 5<sup>th</sup>, 2022 be adopted as circulated as amended.

Carried

3. Construction Update

Mr. Demeis provided the Committee with updated photos and reviewed the progress with the construction up to date.

Delivery of materials for units is still in progress. There has been some manufacturing delays, with some materials arriving mid-month. Windows have been delivered and installed in the East and West wings.

The framing and drywall in the North, East, and West walls are complete. The South wing walls and ceiling are in process of being completed.

ESA inspections for rough-in electrical have been completed for most South wing units. The heating system in the South wing nearly completed. Electrical finishings such as plugs and lights in the North, East and West wings have begun the 1<sup>st</sup> week of February.

Flooring has been installed in many suites in the East and West wings and work is ongoing. Floor grinding, leveling, and skimming underway in the community room. The first coat of paint is completed for the North, East, and West units.

Kitchen cabinets have been installed in most units in the East, West, and North wings. The South unit cabinets are scheduled to arrive in the 3<sup>rd</sup> week of February.

#### 4. Application Package

Mr. Demeis provided the Committee with the Application Guide, Suite Layout Package, Rental Application Form and Question & Answers Sheet.

The committee requested some changes to the application with regards to question on residency. All completed applications will be sent directly to the management team. The application process is 7-10 days, depending how long it takes for all necessary information to be verified.

Applications can be sent out as of Tuesday, February 8<sup>th</sup>, 2022. The management team will start reviewing applications on Monday, February 14<sup>th</sup>, 2022.

#### 5. Open House Information Session

Due to COVID-19 restrictions and the number of positive cases in the community, the Committee has agreed that the information session be cancelled indefinitely.

#### 6. New Business

Phase 2 of the housing project was not successful in obtaining funding through the Rapid Housing Funding. Will speak of phase 2 at a later date.

#### 7. Next Steps

Staff will contact MPAC to review the assessment on the property.

A review of the cash flow for the 1<sup>st</sup> six months of building and will be completed by the CAO/Treasurer and the Descon Construction team.

A Property Management contract will be created and circulated to the committee.

8. Adjourn Meeting (Next Meeting Date Wednesday, March 2<sup>nd</sup>, 2022)

Resolution Number ASH22-04

Moved by Kevin Bittner

Seconded by Vala Belter

***BE IT RESOLVED THAT the Affordable Senior Housing Committee adjourn the meeting at 6:10 p.m.***

Carried



Chair