

**Minutes of the Meeting
Of the Board of Directors of The Common Roof**

**Wednesday October 26, 2022 – 6:00 p.m.
Barrie Common Roof & Microsoft Teams**

Present In-Person: Bill Macdonald, Betty Ann Lewis, Bill Forster, Lauren McNair, James Thomson,
Maureen Armstrong,
Virtual: Joe Johnson, Lisa McKee, Sharon Knoblauch
Regrets: Paul Pratt

BOARD BUSINESS

1. **Welcome/ Call to Order** - Bill Macdonald called the meeting to order at 6:00 p.m.

2. **Declaration of Conflicts** – No conflicts were declared.

3. **Consent Agenda Items**

Approval of Previous Minutes – September 28, 2022

President & CEO Report – James sent out his report on Monday. He noted that financials for the previous month were sent out. All Letters of Understanding and Lease Amendments were sent out and James is waiting for them to be returned. MITU will be charged monthly as part of the lease payment. All legal and reporting expectations have been fulfilled. This is the first time we have had to report through an on-line portal through the province of Ontario and James completed this reporting.

James is waiting to hear back from Fidelity regarding a grant application submitted. He is also exploring shared services with Catholic Family Services for any opportunities and will continue these conversations.

James is getting the Name Change ready to roll out publicly. He will review with our lawyer and then James will officially roll out and start promoting on social media.

We are also awaiting \$4000 from RBC which will be going to New Path Services.

CTN is having a Halloween event for kids in both the Orillia and Barrie common roof buildings this week.

With regard to our Legal Representation transition, Bill M noted we are awaiting for the partners to submit a list of all their Board members to ensure no conflicts. James had a conversation with Carters and Bill M met with Rob Galloway from Dooley LaSenta. Carters is suggesting that we do work around our objects and how the USG was set up. Bill and James will work on this and report back at the next board meeting.

Moved: by Lauren McNair and seconded by Betty Ann Lewis to approve the Consent Agenda as received. All in favour. Motion carried.

4. **Committee Updates**

Finance Committee – Lisa reported they are in a holding pattern. They have reached out to the bank to ask about financing terms, but they are not quick to provide us with a rate. James is still waiting to hear back. It may be that come December we lock in or accept a variable rate.

USG is on hold until we get more information from a tenant (December 2022).

Financials are looking more robust on year to date, so this is a positive sign. All indicators are looking good; receivables are exceeding payables and revenues are exceeding expenses.

We are also investing a GIC of 80,000 for 90 days and rate is around 3.5 to 3.75%.

Human Resources – James noted HR has not met this past month. Sharon is reviewing the HR Policies and Practices Manual. Will be delving into staff satisfaction and looking at what the survey will look like.

Services – Lauren noted the survey is done and will go out next week to CEO's of the agencies in the buildings. We will give them 2 weeks to answer. All questions relate to services, where things can be improved or changed. This will help frame the work we want to undertake through shared services. Then a fulsome tenant survey will go out in January.

Virtual tenant piece – looked at website page and updating.

James will meet with Maureen to review questions coming in and look at the workload on reception services.

James noted that Karen, OCR Receptionist has joined the Services Committee and will represent reception services and provide this perspective.

Real Estate Working Group – James noted the committee has not met but will meet next Friday to discuss affordable housing. Jeff connected with a local builder Andrew Miller around using containers to build housing in Simcoe County. They identified another group called Community Builders around affordable Housing. Jeff is also talking about development of an affordable housing trust (soliciting funds to create this trust). Jeff asked if we would be in a position to act as a trustee. James told him to bring information and they will discuss further.

James connected with Thomas Green around affordable housing in Collingwood for seniors and will continue this conversation.

YMCA – James met with (Jill Tettmann President of YMCA and Karen Pullough). They are looking for a site to build their facility and looking at options for Barrie. They talked about working together to move their project forward. They are looking at a service hub and affordable housing for youth. James noted the Executive wants to ensure the YMCA is clear on what we are open to. James reached back out to Karen and she will take back to her team and report back to James.

Bill F asked if we can get severance, the cost and what size. We need to know this before decision is made. Lisa talked to Linda, who is thinking around 850,000 for the piece of land (approx. 1 to 1.5 acres), but feels we should get an appraisal. She feels the cost of the severance and all the pieces to make it usable would be 100-150,000 dollars. She noted they don't like to mix commercial with residential, but Lauren noted that because there is such a shortage right now, they would look at this. James noted we need to stay on top of new information from the province, who is dictating how much housing can be developed. Lauren noted Simcoe Interactive Maps will show what we need to know.

Action: Lauren will pull information and report back.

When the committee meets, they will review severance piece, appraisal and the City's position on this. James will reach out to Development lead at City of Barrie.

5. **New Business** – No new business tabled.
6. **Adjournment - Moved:** by Bill Forster to adjourn the meeting at 6:36 p.m.

Bill Macdonald, Chair

Next Meeting Date: Wednesday November 23rd – 6:00 pm

October 26, 2022