



Report

CORPORATE SERVICES COMMITTEE

Tuesday, February 12, 2019

5:00 p.m.

Board Room

Chair:	Todd McNeil
Attendees:	Dawn Flegel, Angela Edlington, Anne Marie Cosford, Christie Klassen, Jennifer Dam, Mariah Amor, Leah Meidinger, Mark Williams
Regrets:	Lila Palychuk, Terry Button, Steph Brown
Minute Taker:	Nicole Hillier

Third Quarter Financial Report – Angela Edlington

The Q3 report (as of December 31, 2018) was reviewed and presented by Angela.

Presently we are under budget and where we usually are at this time of year. There is potential to purchase a generator for the agency during this fiscal year for an estimated cost of around \$100,000 – the Balanced Budget Fund would be used for this with permission of the Ministry. The purpose is for one of the buildings to have computer network and phone system access during power outages.

A motion will go to the full Board for approval of the financials.

Statutory Remittances

The statutory remittance for Q3 was reviewed by the committee. This will go to the full board for approval.

Agency's Assets & Management of Them - Angela

Angela reported an overview of the agency assets how they are managed and maintained including:

- Vehicle replacements – usually replace two vehicles a year & this is built into the budget. Angela is completing a review of the usage of the vehicles and determining if we have the appropriate number – they are used by staff and volunteers. We purchase vehicles instead of leasing due to the high mileage.
- Computer replacement – 1/3 replacement each year. Donation of old computer stations to Community Living – a not for profit agency in Sarnia-Lambton.
- Capital – we do not purchase unless we get ministry approval and funding.
- We have assessments on each building and use those to inform what we need to include in our planning and budget.
- Each year we include maintenance items in the occupancy line. We have improved/replaced the HVAC, roofing, windows, ceiling tiles, carpet. We are in good shape in this area as the budget shrinks.
- On our technology, we are able to lock down electronic devices should they be lost or stolen or misused by staff. The tracking feature on iPhones can be shut off by staff.
- The agency owns two buildings (161 and 167) with no mortgage on either of them. The Bluewater Foundation owns building 171 and the agency and OCHOW lease space from the



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Foundation.

At this time, there are no concerns with the agency's assets.

Bluewater Foundation - Angela

The Foundation has a vendor take back mortgage on the 171 Kendall building. The mortgage is up for renewal and we have been exploring CIBC and Libro for rates. We have a 6 month extension on the current mortgage while we do this. CIBC is asking for the CAS to provide a guarantee on the Foundation's mortgage. The Committee discussed this request and recommended an analysis of the risks and benefits of doing that before deciding. CIBC also had a covenant requirement which would impact the financial ability of the Foundation to function as it has been.

Recommendation from the Committee to also explore the options of Main Street or South West Credit Union.

Part of the reason the banks would not provide a mortgage when the Foundation purchased the building was the results of the Phase I Environment assessment. At the time, we conducted air quality testing in all three buildings to ensure there were no health and safety risks. The results of air quality testing showed no concerns. Discussion was held about re-testing the air quality and determine how often this should be done. It has been raised at the CAS Health and Safety Committee meeting.

Next Meeting : March 19, 2019 at 5:00 pm