



Report

CORPORATE SERVICES COMMITTEE

Tuesday, March 19, 2019

5:00 p.m.

Board Room

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

Sunshine List

The sunshine list is an Annual Requirement because we are a publically funded organization. This year we have a total of 11 employees that will appear on the list consisting of 4 directors 5 managers 1 lawyer and 1 worker.

Air Quality Testing

Angela Edlington provided an update that we have arranged with a company in Chatham to complete air quality and asbestos testing in all three buildings. The testing will occur after the ceiling tiles have been replaced in building 167. The quoted cost is as follows: \$3400 air quality testing and \$3800 for asbestos testing.

Bluewater Foundation Mortgage

Angela provided an update regarding the Bluewater Foundation Mortgage renewal for [building 171](#). We have received 3 offers and one is from our existing lender at 7%. We are comparing options from a Bank, a Credit Union and the Vendor Take Back Mortgage.

Motion made by Anne Marie seconded by Mariah Amor to bring a motion to the full Board recommending that the Sarnia Lambton CAS provide a guarantee to the Foundation for the mortgage to renew with CIBC. There was a legal opinion sought for this.

Year End Projections – Angela Edlington

We anticipate balancing at year end or using a small portion of the BBF (approximately \$50,000). Our intent is to use the remaining amount of the BBF for next fiscal year.

2019-20 Internal Budget – Angela Edlington

Angela reviewed the [proposed internal budget](#) with an explanation of each line item, the assumptions that have been made for revenue and expenditures and the process we take to prepare an internal budget. The summary can be viewed [HERE](#).

Consistent with prior years, we have budgeted to receive 2% less in Ministry funding than last year. We will not likely know our Ministry funding allocation until well into the fiscal year.

The Preliminary Budget Assumptions for 2019-20 can be viewed [HERE](#).



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A motion made by Anne Marie Cosford, Seconded by Mariah Amor, to bring the proposed internal budget to the full board for approval.

Risk Assessment Report

We are required to do a full risk assessment report to the Ministry every 3 years. In the other 2 years, we are required to review the assessment and ensure that things have remained the same and that our risk rating has not changed. Ryan Bell and Dawn Flegel reviewed the report this year and signed off that the agency's risk rating is the same. We remain low risk.

HS Policies – Terry Button

The following HS policies were presented to the Committee for their annual review.

- [HS – 01 – Occupational Health & Safety](#)
- [HS – 03 – Workplace Violence Prevention](#)
- [HS – 08 – Workplace Harassment](#)

Terry summarized the minor changes made to the policies. A motion was made by, Ann Marie Seconded by, Mariah Amor to bring the policies to the full board for approval.

In Camera

There was one item discussed in camera. The full Board will be briefed at the Board meeting.

Next Meeting : April 9, 2019 at 5:00 pm