

**ELLIOT LAKE RETIREMENT LIVING
NORDEV GROUP**

Annual Meeting

Hampton Inn - January 29, 2020 - 3:00 P.M.

PRESENT:	GILBERT CONTANT	Representative of the Community at Large - Chair
	LOUIS UCCI	Representative of Community at Large - Vice Chair
	NORMAN MANN	Representative of City of Elliot Lake
	GEORGE FARKOUH	Representative of Community at Large
	ROB DEBORTOLI	Representative of Community at Large
	MICHAEL HUKENZALIE	Representative of Community at Large
	PAT ORSER	Representative of Tenants
	JANET WHISSELL	Representative of Tenants
REGRETS:	ALEX BERTHELOT, JR.	Representative of Community at Large
	DAN MARCHISELLA	Representative of the City of Elliot Lake
	KITTY BINKLE	Representative of Tenants
	FERN HOULE	Representative of Huron Lodge
OFFICERS:	RHONA GUERTIN	General Manager
	DOUGLAS KEARNS	Corporate Secretary
GUESTS	MARIELLE BROWN	Sales and Marketing Manager
	ANDY KADOS	Manager of Multi residential Assets
	KAREN PENNER	Manager of Hampton
	CAROLE AMOND	Executive Assistant

ELLIOT LAKE RETIREMENT LIVING MEETING

1. **CALL TO ORDER:** 3:00 p.m. by Chair.

2. **APPROVAL OF AGENDA**

After a brief discussion, it was resolved:

20-01-778 *"That the agenda be approved."*

Moved by: Mr. Farkouh

Seconded by: Ms. Whissell

Carried.

3. **RESOLUTION OF THE ACCEPTANCE OF NEW DIRECTORS FOR THE COMMUNITY AT LARGE**

The Chair advised that a total of seven applications for the two Community at Large positions were received. Three applications came from tenants, who are ineligible for these positions. One application arrived past the cut off time and was not considered. Of the three qualified applicants, two were interviewed. At the conclusion of the interviews, the members of the Executive Committee present, Mr. Contant and Mr. Farkouh, resolved as follows:

- a. That the Executive Committee recommend to the Board the acceptance of the applications for the Community at Large Positions from Michael Hukezalie, former CAO of St. Joseph's Hospital, and Robert deBortoli, former CAO of the City of Elliot Lake;
- b. That upon signing the confidentiality agreement, Mr. deBortoli and Mr. Hukezalie be provided with the Business Plan for 2020 so that they would be prepared to fully participate in the meeting.

After full discussion, the Board resolved as follows:

20-01-779 *"To accept the recommendation of the Executive Committee and to appoint Michael Hukezalie and Robert deBortoli as Directors representing the Committee at Large."*

Moved by: Mr. Farkouh
Seconded by: Mr. Mann

Carried.

The two new Board members were then invited to join the meeting and were welcomed by all members of the Board.

4. **CONFIRMATION OF DIRECTORS**

The Chair confirmed that the Board was now fully empaneled.

5. **CONFIRMATION OF CHAIR, VICE-CHAIR**

Mr. Contant as Chair and Mr. Ucci as Vice-Chair were confirmed to be serving the second year of their second two-year term.

6. **APPOINTMENT OF OFFICERS**

Elliot Lake Retirement Living has two positions defined as Officers under the by-laws, that of General Manager and that of Corporate Secretary. It was resolved:

20-01-780 *"That Rhona Guertin be appointed General Manager, and Douglas Kearns be appointed Secretary to the Board for 2020."*

Moved by: Mr. Farkouh
Seconded by: Mr. Mann

Carried.

7. EXECUTIVE COMMITTEE

The Board addressed the empaneling of the Executive Committee. After discussion, it was resolved:

20-01-781 *“That the Executive Committee would continue to consist of Mr. Contant, Mr. Ucci, Mr. Farkouh and Mr. Berthelot.”*

Moved by: Mr. Mann
Seconded by: Ms. Orser

Carried.

8. MINUTES OF MEETING OF DECEMBER 18, 2019

The Board reviewed the Minutes of the meeting and it was resolved:

20-01-782 *“That the Minutes of the meeting of December 18, 2019 be approved as amended.”*

Moved by: Ms. Whissell
Seconded by: Ms. Orser

Carried.

9. 2020 STONE RIDGE BUSINESS PLAN

Ms. Brown reviewed her report and updated the Board on the engagement of a food and beverage provider for the golf course. After full discussion, it was resolved:

20-01-783 *“That the 2020 business plan for Stone Ridge be accepted as presented.”*

Moved by: Ms. Whissell
Seconded by: Mr. Ucci

Carried

10. 2020 BUSINESS PLAN FOR ELRL

Ms. Guertin commenced with a general discussion of the Business Plan for 2020 and a review of the performance of the Corporation in 2019. After a general discussion, the following staff members gave presentations on the following topics:

Marketing and Revenue	Marielle Brown
Finance	Rhona Guertin
Human Resources	Rhona Guertin
Business Development	Rhona Guertin
Property and Capital	Andy Kados
Capital Plan	Rhona Guertin
Financial Plan	Rhona Guerin

During the discussion with respect to Spine Road, the Board reviewed the grant and financing offer from CMHC. After full discussion it was resolved that:

20-01-784 *"That the Board approve the borrowing of \$117,000.00 from CMHC for funding of the Spine Road project, and to provide a first mortgage on the Spine Road property to CMHC for the loan (interest free until maturity), with any two of the Executive Committee and General Manager authorized to sign all necessary documentation."*

Moved by: Mr. deBortoli
Seconded by: Mr. Ucci

Carried

After a full discussion of all topics presented, it was resolved:

20-01-785 *"That the Business Plan for the Corporation for 2020 be accepted as presented."*

Moved by: Mr. Mann
Seconded by: Ms. Whissell

Carried.

11. **BOARD MEETING SCHEDULE**

The Board determined to meet a minimum of four times a year, with the next meeting to be May 20, 2020 at 2:00 p.m.

12. **APPOINTMENT OF DIRECTORS FOR NORDEV**

The Board resolved:

20-01-786 *"That all Directors of ELRL are hereby appointed as Directors of 1425164 Ontario Limited (NorDev)."*

Moved by: Mr. deBortoli
Seconded by: Mr. Ucci

Carried

13. **ADJOURNMENT AT 5:50 P.M.**

By unanimous consent, the Elliot Lake Retirement Living meeting was then adjourned.



Gilbert Contant, Chair

NORDEV GROUP

ANNUAL MEETING
HAMPTON INN

Wednesday, January 29, 2020

PRESENT: GILBERT CONTANT, Chair
LOUIS UCCI, Vice Chair
GEORGE FARKOUH
NORMAN MANN
MICHAEL HUKEZALIE
ROBERT DEBORTOLI
PAT ORSER
JANET WHISSELL

REGRETS: ALEX BERTHELOT, Jr.
FERN HOULE
KITTY BINKLE
DAN MARCHISELLA

OFFICERS: RHONA GUERTIN General Manager
DOUGLAS KEARNS Corporate Secretary

GUESTS All Guests from the ELRL meeting remained

1. **CALL TO ORDER** by Chair, at 5:00 p.m.

2. **APPROVAL OF AGENDA:**

The Board resolved:

20-01-787 *"That the agenda be approved as presented"*

Moved by: Ms. Whissell

Seconded by: Ms. Orser

Carried

3. **CHAIR AND VICE CHAIR**

By unanimous consent, it was resolved that Mr. Contant shall be the Chair and Mr. Ucci shall be the Vice Chair of the corporation for 2020.

4. **APPOINTMENT OF OFFICERS**

The Board resolved:

20-01-788 *"That Rhona Guertin be appointed General Manager and Douglas Kearns be appointed Corporate Secretary for the Board for 2020."*

Moved by: Mr. Mann

Seconded by: Mr. Farkouh

Carried

5. APPROVAL OF MINUTES OF DECEMBER 18, 2019

It was resolved:

20-01-789 *"That the Minutes of the meeting held December 18, 2019 be accepted"*

Moved by: Mr. Farkouh
Seconded by: Mr. Hukezalie

Carried

6. 2020 NORDEV BUSINESS PLAN

Ms. Brown and Ms. Penner, Hotel Manager, reviewed with the Board the performance of NorDev and the 2020 business plan and after discussion it was resolved:

20-01-790 *"That the Business Plan for 2020 be accepted as presented."*

Moved by: Mr. Hukezalie
Seconded by: Mr. Ucci

Carried

7. NORDEV MEETINGS

By unanimous consent meetings of NorDev are to follow the meetings of Elliot Lake Retirement Living, with the next meeting set for May 20, 2020 following the ELRL meeting.

8. ADJOURNMENT

By unanimous consent the meeting was adjourned at 6:20 p.m.



Gilbert Contant, Chair