



## Bruce County Housing Corporation Minutes

November 21, 2024  
Council Chambers  
County Administration Centre, Walkerton

Present	Chris Peabody, Chair	Steve Hammell, Director
	Luke Charbonneau, Vice-Chair	Jay Kirkland, Director
	Mark Goetz, Director	Milt McIver, Director
	Kenneth Craig, Director	Don Murray, Director
Officers	Tina Metcalfe, Chief Executive Officer	Lynn Hatten, Deputy Treasurer
	Tania Dickson, Officer	Sam Dinsmore, Treasurer
	Devon Gordon, Officer	Linda White, Secretary

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### 1. Call to Order

The meeting was called to order at 11:37 a.m.

The minutes were recorded by the Secretary.

### 2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

### 3. Approval of Minutes

#### Resolution # BCHC-2024-017

**Moved by** Vice-Chair Luke Charbonneau

**Seconded by** Director Don Murray

That the minutes of the October 17, 2024 meeting of the Bruce County Housing Corporation be adopted as circulated.

**Carried**

### 4. Information Items

The following reports were received for information:

- a. **2024 Q3 Arrears Report**
- b. **Surplus Land - Request for Information (RFI) Update**

**5. Action Items**

- a. **Annual Bad Debt Write Off for 2023**

**Resolution # BCHC-2024-018**

**Moved by** Director Milt McIver

**Seconded by** Director Steve Hammell

That the Bruce County Housing Corporation Board of Directors authorize the write-off of \$42,640.12 for bad debt for the year ending December 31,2023.

**Carried**

- b. **Appointment of Treasurer and Deputy Treasurer**

**Resolution # BCHC-2024-019**

**Moved by** Director Mark Goetz

**Seconded by** Director Kenneth Craig

That the position of Deputy Treasurer be created as an officer of the Corporation; and

That the Deputy Treasurer shall be delegated the powers and duties of the Treasurer to act in the absence of the Treasurer, and to perform financial duties as assigned by the Treasurer; and

That Lynn Hatten be appointed Deputy Treasurer; and further,

That Sam Dinsmore be appointed Treasurer of the Bruce County Housing Corporation.

**Carried**

- c. **2025 Market Rent Increases Community Housing**

**Resolution # BCHC-2024-020**

**Moved by** Director Don Murray

**Seconded by** Director Mark Goetz

That the rent for Bruce County Housing Corporation's community housing units be increased by the Ontario 2025 Rent Increase Guidelines of 2.5% on April 1, 2025; and

That rent geared to income assistance be provided immediately for all tenants currently paying market rent that now qualify for rent geared to income assistance due to the increase in market rent.

**Carried**

**6. Adjournment**

**Resolution # BCHC-2024-021**

**Moved by** Vice-Chair Luke Charbonneau

**Seconded by** Director Jay Kirkland

That the meeting of the Bruce County Housing Corporation adjourn at 11:45 a.m.

**Carried**

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Chris Peabody, Chair

Bruce County Housing Corporation