



Senior's Villa East Ferris  
1846 Hwy 17E  
Corbeil, ON P0H 1K0  
Canada

**February 4, 2026 @ 5:30pm**  
**Corbeil Park Hall**

<b>PRESENT:</b>	Michel Champagne, Donna St Martin, Debra Stone, Cecile Barham, Madelaine Bos,
<b>TELECONFERENCE/ Video:</b>	Lauren Rooyakkers
<b>REGRETS:</b>	Martine Lavoie
<b>MINUTE TAKER</b>	

- 1) The Board Chair called the meeting to order at **5:30 pm**.
- 2) Establish Quorum – Established
- 3) Conflict of Interest: None
- 4) Review agenda  
**Motion #1:**  
That the agenda be adopted as presented.  
**Motioned by:** Donna St. Martin      **Seconded by:** Madelaine Bos  
**Moved**
- 5) Review minutes from the previous meeting of **January 9, 2026**.  
**Motion #2**  
That the minutes be accepted as presented.  
**Motioned by:** Maddy Boss      **Seconded by:** Lauren Rooyakkers  
**Moved**
- 6) Business Arising from Previous Minutes:
  - a) Two applications for Directors have been received . One application is currently “on hold” and will be reviewed At a later date.  
**Motion#3**  
To accept Peni Paxton as an Associate Member.  
  
**Motioned By:** Maddy Bos      **Seconded by:** Lauren Rooyakkers  
**Moved**



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B) Website. Draft Website design was shown. To be added to the website are financials, minutes, how to be a Board member, Tenant Handbook, and pictures of sites and inside the unit (using A1 technology to stage rooms. Note , appliances are not included in the units) This is a living document that will always need updating

7) Presentation: None

8) Reports:

Chair:

a) Directors binders are currently being updated on Policy and Procedures; Emergency Tenant Contact list- all on google drive as well.

b) Conflict of Interest policy was reviewed from Feb 2023

c) Lease policy is 60 days , except in the circumstances of death of a tenant where 30 days notice is accepted. ( as per Landlord and Tenant Act).

**Motion #4 The conflict of interest policy and procedure be approved.**

**Motion by:** Michel Champagne

**Seconded by:** Maddy Bos

**Moved**

Treasurer

a) Financial statements were reviewed for the period ending December 2025

b) Two GICs are due in February and March, 2026. The GICs will be reinvested

c) There is still one account payable due to NDHC, which has not yet been received for the period September to December 2025 .

d) DSSAB mortgage difference owed to SVEF, as set by the Mortgage renewal effective Aug 1, 2025. Three inquiries to date have been made and no response was received as yet.

**Committee Reports**

a) Tenant Handbook - It was decided to have the tenants rep look at it and return comments by Monday Feb 10, 2026. Cecile will send out to the reps for review. Once feedback has been received, the board will receive an email motion to approve by Friday February 13, 2026 . Next steps after approval , tenant handbook to be printed.

b) The East Ferris Fire Chief will be contacted regarding the emergency plan for SVEF - for direction on receiving a copy of tenants list ( or suitable location ie. Chubb box at each Villa) . The tenant liaison will maintain the list.

c) Tulloch was scheduled to meet with the Facilities committee in January; needs to be rescheduled. Written concerns to be sent to Tulloch prior to meeting

d) No Smoking policy is to be amended to include reference to Province of Ontario, Smoke Free Ontario Act, 2017

**Motion #5**

That the reports be adopted as presented.

**Motioned by:** Donna St, Martin

**Seconded by:** Michel Champagne

**Moved**



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- 9) Canada Build Homes (CBH). The new site will be Phase 3 and will need a title. There is a concern over potable water in the future site. A drilled well and Callander water may be options to consider.
- The committee will request the Municipality of East Ferris what info is required for the grant writer.
  - The Knights of Columbus are interested in partnering for Phase 3, for establishing charitable donation receipts on behalf of the SVEF. They have appointed Frank Corbeil, as their representative for the steering committee.
  - SVEF Steering Committee Reps plus structure of subcommittee - In the interim, Martine Lavoie, Donna St. Martin and Debra Stone will be the reps. Formal nominations for SVEF Steering Committee will be sought following the establishment of terms of reference
  - SVEF Board was to look at quotes and/or presentations from builders on modular construction. The municipality is interested in hearing if a design has been settled on yet. This is a critical component to the early stages of the application process.

To date two Modular builders have been approached for estimates, Bonneville, Champoux as well as Degagne Construction for a build. Preliminary costs have been provided by the two for two bedroom approx 971 sq ft x 10 units.

A webinar is scheduled from ONPHA on February 18, 2026 “Unlocking Speed & Savings with Modular Construction”

The required documents set out in BCH were reviewed, and should always be kept for reference in moving forward with our plan.

**Motion#6 That a construction sub-committee be established to review the construction build specifications, and report back recommendations to the board. Arrange for presentations ASAP**

**Motioned by:** Michel                      **Seconded by:** Lauren                      **Moved**

- 10) Confidential matter. Tenancy agreement and smoking policy violation

**Motion #7**

To go In camera

**Motion by:** Donna                      **Seconded by:** Lauren                      **Moved**

**Motion #8**

Motion to come out of camera

**Motion by:** Donna                      **Seconded by:** Deb

**Moved**

- 11) **Moved by :** Michel                      **Seconded by:** Donna

That letters be sent to the two tenants identified in camera regarding the policies discussed.

- 12) **Tenant town Hall meeting - discussion deferred to next meeting**

- 13) The next meeting will be held on **March 4, 2026 at 5:30pm - Corbeil Park Hall.**

- 14) Adjournment: That we adjourn this meeting at 8:05 p.m.

**Motion #9 Moved by:** Donna St. Martin                      **Seconded by:** Madeleine Bos **Moved**