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

JUNE 3, 2026 @ 5:30PM
CORBEIL PARK HALL

PRESENT:	Cecile Barham, Michel Champagne, Debra Stone, Donna St Martin, Peni Paxton
TELECONFERENCE/ Video:	
REGRETS:	Laura Rooyakkers, Madeleine Bos, Nancy Best
MINUTE TAKER	Martine Lavoie

1) The Board Chair called the meeting to order at **5:31** pm.

2) Establish Quorum – Established

3) Conflict of Interest:
   a) Michel Champagne on Item#11

4) Review agenda
   Motion #1:
   That the agenda be adopted as amended (addition 6a).
   Motioned by: Cecile Barham **Seconded by:** Michel Champagne
   Moved

5) Review minutes from the previous special **meeting of May 19, 2026.**
   Motion #2
   That the minutes be accepted as presented.
   Motioned by: Donna St Martin **Seconded by:** Michel Champagne
   Moved

6) Business Arising from Previous Minutes:
   a) Website:
      - Remove Element's information from the website
      - Remove Phase 3 of Senior Villa units until further notice

7) Presentation: None

8) Reports:
   a) Chair

- EASE Grant Application:
  - Could not be completed. Need administration rights changed to proceed. Get administration access to be able to submit applications.
- BCH application status:
  - Application was reviewed and sent back for further information.
  - Builder supplied the information on Canadian products for application.
- Tulloch Status - Edmond Septic
  - Peni and Michel will review the Letter of Engagement with paid invoices and report back to the board.
- Associate Director - Nancy Best - Deferred

b) Treasurer
- Propane Reconciliation 2025-2026 unaudited - Deferred to In Camera
- Propane Reports to Tenant
- Financial Reports for April were reviewed by the Board. Waiting for auditors to finalize the audit.

c) Committee
- Tenant Handbook
  - Make changes to the tenant handbook after review from the facility representative.

d) Tenant Rep
- Public Health Water Sample Results
  - Results came back and all units tested favorable . The report will be shared with tenants.

e) Facilities
- Restoration vs Professional Tradesman for Unit Turnover
  - The board will move forward with Terry Beachy for painting of vacant unit
  - Amend New Tenant and Unit Details Checklist

Motion #3
That the Board approves the amended Tenant and Unit Checklist.
Motioned by: Donna St Martin **Seconded by:** Cecile Barham
Moved

9) Confidential Matter: Move in Camera
Motion #4
This meeting moves In Camera at 6:25 pm for confidential personnel matters about an identifiable individual.
Motioned by: Donna St Martin **Seconded by:** Cecile Barham
Moved

Motion #5
That we return to our regular meeting at 7:07 pm.

Motioned by: Donna St Martin **Seconded by:** Michel Champagne
Moved

Motion #6
The Board has completed its review and reconciliation of the propane usage report for the 2025–2026 period. The recommended charge per unit is as follows and will be added to July rent.

- 440 Hwy 94 – $95
- 450 Hwy 94 – $90
- 102 Catherine Dr – $95
- 104 Catherine Dr – $65
- 5 Edmond Dr – $70
- 7 Edmond Dr – $60

Moving forward, propane charges for new tenants will be reconciled at the time of move-in to complete the current fiscal year.
Motioned by: Donna St Martin **Seconded by:** Michel Champagne
Moved

10) Tenant Selection Committee:
Reconciliation of Account of the Estate (102 Catherine Street - Unit 3)
a) Offer of Accommodation - (102 Catherine Street - Unit 3)
b) Offer of Accommodation - Corbeil (Pending Vacancy)

Motion #8
That the Board approves the recommendation from the Tenant Selection Committee and authorizes an offer to be made for Unit 3 at 102 Catherine Street.
Motioned by: Cecile Barham **Seconded by:** Michel Champagne
Moved

Motion #9
The board reconciled with the estate of a past tenant. Payment will be made to the estate.
Motioned by: Donna St Martin **Seconded by:** Michel Champagne
Moved

11) New Business: None

12) Correspondence: None

13) Discussion:
a) Rent Review 2026-2027 - Deferred to the next meeting.

14) Next meeting will be held on July 8, 2026 at 5:30pm at the Corbeil Park Hall.

15) Adjournment:

Motion #9
That we adjourn this meeting at **7:20** p.m.
Motioned by: Michel Champagne **Seconded by:** Cecile Barham
Moved