



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

JULY 8, 2026
5:30 pm
Corbeil Park Hall

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

1) The Board Chair called the meeting to order at 5:37 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: Cecile Barham

Moved

5) Review minutes from the previous meeting of June 3, 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:

- Capital Expenditure - Tulloch Meeting July 7, 2026
- Met with Tulloch to review the status of ongoing engineering and design work.
- The \$5,000 retainer remains with Tulloch and has not yet been expensed.
- Reviewed the swale design that had been approved by the previous Board.
- To date, approximately \$22,000 has been spent on site servicing design and engineering/construction-related services.



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

- Tulloch previously provided a quotation for additional work. However, during the Board transition and changes in governance, Tulloch proceeded under the understanding that they had authorization to continue the project and prepare tender documents.
- Further review may be required to clarify the scope of work authorized during the Board transition period and to determine any outstanding commitments or costs.

Motion # 3

That the Board respectfully terminate its working relationship with Tulloch on this project and request the return of the \$5,000 retainer; and further, that the Board proceed with a competitive tendering process to address the drainage issues affecting 5 and 7 Edmond Road.

Motioned by: Donna St Martin

Seconded by: Michel Champagne

Moved

7) Presentation:

Peni Paxton - Rent Increase Calculation Overview

The Board reviewed the accumulated market rent calculations and noted that DNSSAB is not using CMHC market rent data. It is recommended that staff consult with DNSSAB to review and confirm the market rent rates for each project phase.

8) Reports:

a) Chair:

BCH Funding Submission

- The BCH funding submission has been under evaluation since June 19, 2026.
- Given the current status, the Board agreed that preparations should begin for issuing Requests for Proposals (RFPs) should funding be approved.
- A working group will be established to develop interior unit designs for the next phase of the project to support future funding applications.
- Site preparation requirements and associated costs will also be reviewed to ensure readiness for implementation.

Annual General Meeting (AGM)

- The AGM has been scheduled for September 17, 2026, at 5:30 p.m.
- Volunteers are needed to assist with organizing the event.
- Staff will book the hall and post the AGM details on the website.

Strengthening Partnerships

- The Steering Committee recommended strengthening the Board's partnership with DNSSAB.
- Continued engagement with DNSSAB and key suppliers was identified as beneficial to the Board and its future initiatives.
- Opportunities to enhance collaboration and communication with DNSSAB will be explored.

b) Treasurer

- The May 2026 Profit & Loss Statement and Balance Sheet were reviewed.

2025-2026 Auditor Update

- An update on the audit was provided.



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

- Additional information has been requested by the auditors, and communication remains ongoing to support completion of the audit process.
- c) Tenant Rep
- One air conditioning unit remains out of service and is awaiting replacement parts.
 - A spare mobile air conditioning unit has been installed to provide temporary cooling until repairs are completed.
- d) Facilities
- Monthly maintenance requests exceeding Element 20 hrs per month
 - Monthly maintenance requests continue to exceed the 20 hours per month included under the Element contract.
 - The Board requested monthly maintenance logs for review to better understand service demand and utilization.
 - The Element maintenance contract will be revisited, with consideration given to current service requirements.
 - The existing contract is scheduled to expire in May 2027.

Motion #4

That the reports be adopted as presented.

Motioned by: Michel Champagne

Seconded by: Cecile Barham

Moved

9) New Business: None

Motion #5

That this meeting moves In Camera at 6:59 pm for confidential personnel matters about an identifiable individual.

Motioned by: Donna St Martin

Seconded by: Michel Champagne

Moved

Motion #6

That we return to our regular meeting at 7:13pm

Motioned by: Cecile Bahram

Seconded by: Michel Champagne

Moved

Motion #7

That the Wellness Team referenced in the 2024 correspondence be contacted and requested to reassess the current situation to ensure that appropriate services and supports are being provided for the betterment, well-being, and safety of the tenants, consistent with the recommendations and intent outlined in the 2024 communication.

Motioned by: Donna St Martin

Seconded by: Michel Champagne

Moved



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

10) Correspondence:

Freedom of Information Request

- A Freedom of Information (FOI) request was received by DNSSAB on June 22, 2026, from an undisclosed individual or group.
- The request related to the Edmond Contract.
- DNSSAB complied with the request and provided the required response in accordance with applicable legislation and procedures.

11) Discussion:

- The Board reviewed a motion from a previous Board regarding eligibility for appointment as Directors of the Seniors Villa of East Ferris.
- The proposed amendment would revise the tenancy by-law to permit past and present residents of East Ferris to be eligible for consideration as Directors on the Board of Seniors Villa of East Ferris.
- The proposed by-law amendment will be presented to the membership for consideration and approval at the Annual General Meeting (AGM).

12) Next meeting will be held on **August 5, 2026 @ 5:30pm Corbeil Park Hall**

13) Adjournment:

Motion #5

That we adjourn this meeting at **7:14** p.m.

Motioned by: Donna St Martin

Seconded by: Michel Champagne

Moved