



TOWN OF ESPANOLA NON-PROFIT HOUSING CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

Monday April 14, 2025

Time: 1200h

PRESENT: H. Gagnon L. Maki K. Lalonde N. Hembruff
K. Duplessis G. Massicotte M. Bedard B. Smith
J. Stanton Smith

GUEST: C. Houle

REGRETS:

RECORDING SECRETARY: J. Toulouse

1. CALL TO ORDER

N. Hembruff called the meeting to order at 1232h.

2. APPROVAL OF AGENDA

Resolved that: The Board approves the agenda for April 14, 2025.

Moved by: H. Gagnon

Seconded by: K. Lalonde

Carried.

3. DECLARATION OF CONFLICT OF INTEREST

None

4. ELECTION OF OFFICERS

The role of Chair was transferred to J. Stanton Smith as N. Hembruff nominated as Chair, once completed the role reverted to N. Hembruff

4.1. Chair

N. Hembruff was nominated by J. Stanton Smith, N. Hembruff accepted and when the question was asked twice if there was interest from the members in participating as Chair, there was no expressed interest.

4.2. Vice Chair

L. Maki was nominated for Vice Chair, and L. Maki accepted and when the question was asked twice, if there were members who were interested in being Vice Chair, no one expressed interest.

Resolved that: The Board approves the selection of the Chair and Vice Chair.

Moved by: K. Duplessis

Seconded by: G. Massicotte

Carried.

5. APPROVAL OF MINUTES

5.1. The April 8, 2024, minutes, there was an issue of minutes, K. Lalonde was not at the meeting, and it was noted she moved a motion, will need to look back at the meeting to see who moved it.

Resolved that: The Board approves the minutes from April 8, 2024 with adjustments and corrections.

Moved by: K. Duplessis
Seconded by: G. Massicotte
Carried.

5.2. February 4, 2025, Minutes

Resolved that: The Board approves the minutes for February 4, 2025.

Moved by: H. Gagnon
Seconded by: G. Massicotte
Carried.

6. BUSINESS ARISING

6.1. Operating Agreement Update

- Waiting for DSAB to put the package together, if not, will do it here and have it signed.

7. STANDING ITEMS

7.1. Unaudited Financial Statements on February 28, 2025

- J. Stanton Smith presented the unaudited financial statements.

Resolved that: The Board approves the unaudited Financial Statements at February 28, 2025.

Moved by: K. Lalonde
Seconded by: H. Gagnon
Carried.

7.2. Strategic Plan, First Quarter Update

- The Q1 report was presented by J. Stanton Smith. Highlights, there were two educational sessions, one for residents and one for the board; there will be an apartment that needs to be renovated in Q2 and to date, there was no tenant concerns received for Q1. The Q1 scorecard will be posted for the Tenants.

8. NEW BUSINESS

8.1. Contract update

Both agreements were emailed to the Directors for review and there were no questions.

8.1.1. Lease Agreement between the Town of Espanola Non-Profit Housing Corporation and Espanola General Hospital, Start: April 1, 2025 End: April 1, 2029

Resolved that: The Board approves the Lease Agreement for signing.
Moved by: K. Lalonde
Seconded by: K. Duplessis
Carried.

8.1.2. Property Management Contract between the Town of Espanola Non-Profit Housing Corporation and Espanola General Hospital, Start: April 1, 2025 End: Fifth-year anniversary

Resolved that: The Board approves the Property Management Contract for signing.

Moved by: H. Gagnon
Seconded by: G. Massicotte
Carried.

8.2. Education: Tenant Handbook, Part 2, M. Bedard

- M. Bedard presented Part 2 of the Tenant handbook, he will be going through this part with the tenants at the end of this month. The recipes for making the cleaning solutions were requested to be shared, it will be sent by email; also, to share with tenants who have people cleaning for them.

8.3. Final Building Condition Assessment, January 14, 2025

- The Final Building Condition Assessment report was added to the meeting package to share with the Board. It is easy reading and descriptive, this will highlight what will be requested and will be brought forward.

9. INFORMATION

9.1. Auditor Engagement Letter

9.2. Audit Planning Letter

These outline the engagement plan and what they will be completing.

10. DATE AND TIME OF NEXT MEETING

June 9, 2025 at 1200h

PARKING LOT ITEMS to be removed

- Housing Venture NPH/MSDSB/Town of Espanola SEED Application Update, this is included in the Strategic plan
- Water Main Assessment - This is included in the Building Condition Assessment report.

QUESTIONS/COMMENTS,

L. Maki posed a question about the meeting with the tenants when it will occur, these will be quarterly.

L. Maki, Form A & Form B, these haven't been completed, J. Stanton Smith advised, these will be updated and emailed to be completed with signature request.

ADJOURNMENT 1310h