



TOWN OF ESPANOLA NON-PROFIT HOUSING CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

Tuesday, February 4, 2024

Time: 1200h

PRESENT: L. Maki H. Gagnon K. Duplessis N. Hembruff
J. Stanton Smith M. Bedard
K. Lalonde, Guest

REGRETS: G. Massicotte, B. Smith

RECORDING SECRETARY: J. Toulouse

1. CALL TO ORDER

N. Hembruff called the meeting to order at 1200h.

2. APPROVAL OF AGENDA

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

Moved by: K. Duplessis

Seconded by: H. Gagnon

Carried.

3. DECLARATION OF CONFLICT OF INTEREST

None

4. APPROVAL OF MINUTES

4.1. For June 12, 2024 minutes, there are no minutes as there was no meeting, it was cancelled due to the General Manager being ill.

4.2. December 9, 2024 Minutes

Resolved that: The Board approves the minutes for December 9, 2024.

Moved by: K. Duplessis

Seconded by: H. Gagnon

Carried.

5. BUSINESS ARISING

5.1. Motion for Board Appointments, Motion NPH-2025-02-01

- There were introductions around the table with position and Lorena provided a background on herself.
- The Board approved Motion NPH-2025-01-01 for the appointment of a new board member, L. Maki, for the term ending at the next Annual Meeting.

6. STANDING ITEMS

6.1. Unaudited Financial Statements on December 31, 2024

- J. Stanton Smith presented the report on the unaudited financial statements.

Resolved that: The Board approves the unaudited Financial Statements at December 31, 2024.

Moved by: H. Gagnon

Seconded by: L. Maki
Carried.

6.2 General Updates, Mark Bedard

- Enbridge update, there is no change, no action in the testing, Enbridge has to do the testing. The New Ombudsman put a hold on the collection calls. Mark provided the history of the Enbridge issue to L. Maki.
- He attended a Resident meeting on January 24, 2025, he presented the Mission, Vision and Values along with the strategic plan. The first education session went over some of the sections the Tenant Handbook. Future meetings will continue with education on the Tenant Handbook.
- The use of pre-paid laundry cards has increased.
- Should the residents have any issues, they can call extension 3006, the calls will go to Mark and he will be able to assist with any issue.
- Mark will invite the board to the next Quarterly meeting.

7. NEW BUSINESS

7.1. Board Member Resignation

J. Stanton Smith notified the board that J. Steele had resigned from the NPH Board of Directors. K. Lalonde will be participating and will be getting ERHHC Board approval at the next meeting.

The Annual General meeting is scheduled for April.

7.2. 2025-2030 Strategic Plan

7.2.1. 2025 Operation Plan

- The resident meeting was held in January with the educated as noted above.
- Continuing with the apartment renovations, a tenant in apartment 205 requested her apartment to be renovated, she was moved to 210 temporarily until her apartment is completed and then she will move back to her apartment. To date 103, 109, and 210 have been completed.
- A list of social activities will be generated and compiled by the Senior Club. There was an email sent out with activities until July that we could request. The president of the Social Club is Claire, she is the interim president, the election is in March.

7.2.2. Building Condition Assessment (BCA) Report

- Mark will share the report electronically. It is from 2025 to 2034.
- It is projected at 1.6 million for repairs, window upgrades and to repair the roof, In the first year. In total it could be 4 million dollars to 2034. The BCA report will be reviewed, and a capital plan will be developed.

7.2.3. Strategic Plan Posting

- The Strategic plan was shared with the Hospital, MSDSB, the Town of Espanola and staff. The feedback has been very positive.

7.3. Operating Agreement Motion, Ratify, Motion: NPH-2025-02-02

- Still waiting for signatory and final approval from DSB board. Any new changes will be brought back to the NPH Board.
- The Board of Directors for the Town of Espanola Non-Profit Housing Corporation Board approved the Operating Agreement motion NPH-2025-02-02.

7.4. Contracts update

7.4.1. Senior Centre Agreement

- This is signed. The Senior club will be expected to clean up after each activity. The maintenance staff will check out the club in the evenings. On Saturday, there will be a deep clean. Claire will speak to the Jammers, to advise them that they are required to clean up after each use.
- The snow in the parking lot is soft and slushy, which is expected as the temperatures have fluctuated from warm to cold. There is a new contractor onsite, and the tenants need to be patient with the services.

7.4.2. New Management Contract

- The contract will include management, maintenance and housekeeping combined into one agreement. It will be reviewed and once complete it will be emailed to the Board, the timeline to have this approved is by the end of March 2025.

7.5. NPH Board Education Presentation, Mark Bedard

- Mark brought forward a presentation that he completed at the Senior Residents meeting. Included in the presentation was the strategic plan, Vision, Mission, Values and the Pillars which he advised the tenants appreciated the Strategic Plan. This Strategic Plan has been posted throughout the apartment complex. It also focused on their rights and responsibilities as tenants and some of the information contained in their lease and the Tenant Handbook.

8. INFORMATION

No information.

9. DATE AND TIME OF NEXT MEETING

April 14, 2025, Annual General Meeting

PARKING LOT ITEMS

- Housing Venture NPH/MSDSB/Town of Espanola SEED Application Update
- Water Main Assessment

ADJOURNMENT 1300h