



TOWN OF ESPANOLA NON PROFIT HOUSING CORPORATION
Board of Directors - Meeting Minutes
December 11, 2023

PRESENT: J. Steele K. Duplessis G. Massicotte
N. Hembruff J. Stanton Smith
GUESTS: Jenny D. Aho
REGRETS: D. Anderson A. McCulloch
RECORDING SECRETARY: J. Lagrandeur

1. CALL TO ORDER:

J. Steele called the meeting to order at 12:00pm

2. AGENDA - APPROVAL/AMENDMENT(S):

MOTION

Resolved that: The Board approves the agenda for December 11, 2023

Moved/Seconded by: J. Steele / S. Anderson
Carried.

3. PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

None reported.

4. MINUTES – REVIEW:

MOTION

Resolved that: The Board approves the minutes of October 2, 2023 as circulated.

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

5. BUSINESS ARISING:

None to Report

6. Standing Items

6.1 Unaudited Financial Statements at October 31, 2023

- J. Stanton Smith review the Unaudited Financial Statements at October 31, 2023

MOTION

Resolved that: The Board accept the Unaudited Financial Statements at October 31, 2023

Moved/Seconded by: N. Hembruff / K. Duplessis
Carried.

7. New Business

7.1 Contract Renewal

- J. Stanton Smith shared the contract and discussed options for the renewal process
- The Board agreed to have form a small committee to negotiate the contract. J. Steele, G. Massicotte and K. Duplessis agreed to sit on the committee.

7.2 Hallway Floor

- We would like to Purchase and Install flooring on the 1st & 2nd level hallways. Cost \$47,000 (1st floor), \$37,000 (2nd floor).

- The project will go over 2 fiscal years.
- We have MSDSB approval to pull these funds from capital reserves. This project will be starting this week

MOTION

Resolved that: The Board approves the purchase of the new flooring costing \$84 000.00 for both floors.

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

Carried.

7.3 Enbridge Issues

- We are in dispute with our Enbridge account. Starting in Sept 2022, Enbridge has provided us 3 bills restating our usage from Nov 2021 to June 2023.
- They have increased our usage more than double what was previously stated. We then went back to 2017 to show comparisons of our usage by calendar year. You can see at 2017 through to 2020, usage does increase slightly, but not to the extent they increased 2021 to now
- We sent in a complaint to the Ombudsman who then referred us to have our Meter tested. We are currently waiting for a date for this testing.
- We have also started to read the Meter ourselves each month. The potential impact is \$31,897.47 additional expenses.
- This has not been included in our FS to date. It may get added to the Dec statements.
- J Stanton Smith will discuss this matter with our Auditors first and see the results of the test before a decision is made.

7.4 Bylaws

- J. Stanton Smith is working on updating the by-laws for our next meeting and AGM. As these are over 10 years old and not ONSA compliant.
- I am re-doing the whole by-laws using a template from ONPHA.
- Some questions are:
 - Membership – previous by-laws have 3 classes of membership.
 - Board Composition – by-laws have 7 – 2 councilors, 2 community members, 2 Hospital board, general manager. Did we want to have a Tenant rep? (Pros/Cons)
 - Proxy votes allowed – we have no process for proxy votes - propose to remove this
 - The board agreed with the proposed changes.
- There was a brief discussion with Jenny to see if she was interested in becoming a board member as a representative from the Seniors Club She is moving and her term will be up so she would rather us wait until the new president takes over.

7.5 Strategic Plan Dates

J. Lagrandeur will send out an email after we find out the dates for the Winter Carnival

8. INFORMATION:

8.1 Audit Date

Feb 27, 2024

8.2 Insurance

- J. Stanton Smith reviewed the insurance policy stating there is a 22% increase this year

9. PARKING LOT ITEMS:

End of Operating Agreement

Housing Venture NPH/MSDSB/Town of Espanola SEED Application

Water Main Assessment

Signage

11. DATE OF NEXT MEETING:

- Monday Feb 11, 2024 @ 1200

11. ADJOURNMENT:

Meeting adjourn at 12:20pm.