



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

**November 3, 2025 5:00 pm**

**East Ferris Library**

<b>PRESENT:</b>	Debra Stone, Michel Champagne, Madeline Bos, Cecile Barham, Debby Linn, Donna St. Martin, Martine Lavoie
<b>TELECONFERENCE/ Video:</b>	Lauren Rooyakers
<b>REGRETS:</b>	
<b>MINUTE TAKER</b>	Martine Lavoie

- 1) The Board Chair called the meeting to order at 5 pm.
- 2) Establish Quorum – Established
- 3) Conflict of Interest: None
- 4) Review agenda  
**Motion #1:**  
 That the agenda be adopted as presented.  
**Motioned by:** Cecile B                    **Seconded by:** Maddy B  
**Moved CARRIED**
- 5) Review minutes from the previous meeting of October 6, 2025.  
**Motion #2**  
 That the minutes be accepted as presented.  
**Motioned by:** Donna S.                    **Seconded by:** Maddy B  
**Moved CARRIED**
- 6) Business Arising from Previous Minutes:
  - > Exterior Light Catherine Street awaiting quote and will schedule in next two weeks
  - > Tenant Handbook - Martine will provide a draft for board members to review
- 7) Presentation: > **Standard Lease Agreement for Ontario** provided for discussion as indicated by NDHC as the lease agreement SVEF should be using going forward, as per Paralegal review.



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8) Reports:

- a) Chair/Vice Chair- Insurance Renewal discussions with representatives for policy renewal date of December 1st, 2025. Changes were made to align with NDHC contract requirements, as well as reducing deductibles to \$5000 due to expected expenditure in 2026 of the capital reserve account for the septic swale and roof shingles replacement.
- b) Treasurer- Purchasing Policy SVEF-FPP-#11 guidelines for spending authorities. Chair to provide NDHC with guidelines as requested.
  - Policy SVEF-FPP-#9 - adding EFT authorization form to policy
  - Policy SVEF-FPP-#3- adding formula for equal billing calculation when tenant vacates unit
  - RBC mortgage renewal charged X2- one will be reversed as per RBC discussion
  - N2 rent increase letters at a rate of 2.1% , rounded down to be prepared and sent out by NDHC for December 1st with an effective date of April 1st, 2026 for those tenants with anniversary dates of April.
- c) Tenant Rep- No issues. Anxiously awaiting a light for Catherine Street.
- d) Facilities- Large blue bins have been redistributed. Committee working with local representatives from Circular Materials to find a solution to meet requirements for lift trucks to pick up bins. As an alternative, the municipality could be approached to see if there can be an amendment to allow smaller bins to be used. Facilities Committee will review.

**Motion #4**

That the reports be adopted as presented.

**Motioned by: Cecile B**

**Seconded by: Donna S.**

**Moved CARRIED**

- 9) Confidential Matter: Moved to go in camera to discuss tenant matter.

Upon returning to regular meeting :

**Motion # 5** The board of directors approved the reconciliation of the end of lease, as discussed in camera.

- 10) New Business: SWALE report from Tulloch Engineering. Preliminary tender was sent by Tulloch with possible contractors to be included. The board felt they would like to include East Ferris contractors and would provide a list to Tulloch. A conference call is scheduled to discuss.

- 11) Correspondence: None received.

- 12) Discussion: Move out checklist policy and procedure to be reviewed.  
Budget planning February 2026

- 13) Next meeting will be held at the call of the chair, awaiting NDHC contract proposal renewal.

- 14) Adjournment:

**Motion #5**

That we adjourn this meeting at **645** p.m.



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**Motioned by:** Donna S.  
**Moved**

**Seconded by:** Michel C