



**E.L.K. ENERGY INC.
BOARD MEETING SUMMARY
Wednesday, March 26, 2025
3:00pm – 4:00pm**

E.L.K. ENERGY INC. BOARD MEMBERS

Sherry Bondy (Chair), Rob Shepley (Vice Chair), Kim DeYong, Jeff Scott, Doug Sweet, Kate Giurissevich, Joe Malandrucolo

MANAGEMENT:

Farooq Hyder, Marc Hamelin, Kayla Lucier, Rachel Janzen

Item	Summary
a) CEO-25-08 Board Meeting Dates	The Board approved the next E.L.K. Board meeting date for April 26, 2025.
b) OM-25-04 Outside Operations Report	<p>The Board was provided with an update on the Outside Operations.</p> <ul style="list-style-type: none"> • The following training had been completed: Utility Work Protection Code, CPR & AED Training, Meter Tech Level 2, and Powerline Apprentice Level 3. • Upcoming training for staff includes Powerline Apprentice Level 3, Pole Top Rescue, Bucket Evacuation, and CPR and AED Training • There are no Health & Safety incidents to report between February and March 2025. • Due to the warmer weather, the number of locate requests is increasing. Since beginning of the year, E.L.K. has received 230 locate requests and 98% of the locates were completed within 5 business days. • E.L.K. outside staff have been busy with tree trimming complaints, Harrow Viper recloser work, upgrades to Heritage Park in Essex, and customer driven service upgrades for items such as generators. • Operations will be requesting locates for 13 poles, which have been ordered for the Pole Replacement Program.

	<ul style="list-style-type: none"> • Operations will be looking to replace transformers with moderate and severe rust in 2024. There will be a total of six transformers that will be part of Transformer Replacement Program. • E.L.K. is working with NBM Engineering to complete the design for the Live Front Transformers Replacement Program. Once the design is complete, this project will be tendered for the civil infrastructure. • Crews are scheduled to install new poles in Kingsville and Belle River in preparation for the new secondary feeder supply. The Primary Metering Equipment (PME) has also been ordered by E.L.K. and the equipment is expected to arrive in approximately 26 weeks. When received, E.L.K. will work with Hydro One on the installation.
<p>c) FRA-25-14 Inside Operational Update</p>	<p>The Board was provided with an update on the Inside Operations:</p> <ul style="list-style-type: none"> • Paper files are continuing to be uploaded electronically to Northstar. • Staff are fine tuning the new disconnect process. The first letters in the process will go out at the beginning of April. • Commercial collections are still the priority right now with the ban for residential disconnects in effect. 37 commercial accounts were sent disconnect letters, and of those, 29 have paid in full, 5 have paid at least half of what was past due and will pay the remainder before their April disconnect dates. The remaining three were disconnected but have since paid and now are reconnected. • A total of 434 reminder letters went out to active delinquent residential accounts. For unpaid finals, 15 second reminders were sent out and 18 first reminders. 19 finalized accounts were sent to AIM for collection purposes. • The website continues to be updated in order to meet OEB requirements. Most pages were completed by the end of 2024, with only a few items outstanding. • Cross training continues with all Customer Service Representatives and specifically with the new collections process. • E.L.K. management requested approval to send 15 accounts totalling \$18,420.20 to collections. Administration confirmed that the collections agency takes 37% of whatever they collect.

	<ul style="list-style-type: none"> Chair Bondy commented that residents are asking if the transition from E.L.K. to ENWIN will affect the Ontario Electricity Support Program. Mayor Bondy requested that this information be communicated to residents so they know this program will not be affected.
d) FRA-25-15 Market Renewal Program (MRP)	<ul style="list-style-type: none"> The IESO Market Renewal Program is expected to go live on May 1, 2025. E.L.K. is currently working in a test environment to ensure everything is working properly before this date.
e) FRA-25-16 Capital Funding Update	<ul style="list-style-type: none"> The Board was advised that the \$2,000,000 capital loan was received on March 13, 2025.
f) FRA-25-17 Debt Summary Report	<ul style="list-style-type: none"> E.L.K. Management updated on the total debt amount to include the capital loan that was just received. E.L.K. confirmed that the overall managing balance of corporate Visa cards remains the same, but individual card limits were reduced for security purposes.
g) FRA-25-18 Receivable Aging	<ul style="list-style-type: none"> The additional steps in collections by E.L.K. staff have directly impacted the receivables aging. Improvements have been made over the previous year.
h) Other Business	<ul style="list-style-type: none"> Director DeYong requested that scam alerts be sent to the Board so that members can help get the word out and advise the public.