

THURSDAY, JUNE 30, 2022

MINUTES

Date: Thursday June 30, 2022

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Sherry Culling
Allan Marquette

Staff: Jamie Lowery, Chief Executive Officer
Billy Brooks, Chief Financial Officer
Julie Pilkey, Recording Secretary

Regrets:

Guests:

ITEM		ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Allan Marquette and seconded by Sherry Culling that the meeting be called to order at 5:02 p.m.”</i></p> <p>Res. #34-22 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Mark King and seconded by Allan Marquette that the Agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #35-22 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #36-22 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Meeting held on June 2, 2022</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the minutes for the Regular Meeting held on June 2, 2022, be adopted as presented.”</i></p> <p>Res. #37-22 <u>Carried</u></p>	

	<p>4. Business Arising</p>	
	<p>4.1 COVID-19 Update Jamie noted the extra surface cleaning has been reduced. There has been reports of a new covid variant, but not aware of any cases in any of the Castle Arms buildings.</p>	
	<p>5. Castle Arms Operations</p>	
	<p>5.1 Castle Arms Operations Update See Operations Report included in package. Jamie added there has been a positive change in the tenant behaviors with more social activities, BBQ, trivia. There is also a Canada Day event planned for tomorrow, July 1/22. Jamie noted there were 2 recent, attempted, break-ins in CA1 and CA3.</p> <p>5.2 Q2 Budget to Actuals - to be presented at the next meeting</p> <p>5.3 Tenant Survey Results Jamie reviewed the tenant survey results that were conducted in April 2022.</p>	
	<p>6. New Business</p>	
	<p>6.1 Board Honorarium</p> <p><i>“Moved by Sherry Culling and seconded by Allan Marquette that the Board approve compensations for the Castle Arms Directors and Officers, effective June 30, 2022.”</i></p> <p>Res. #38-22 <u>Carried</u></p> <p>6.2 North Tower Jamie updated the Board on possible options for the use of the North Tower. Castle Arms will pay for closing the building and installing an elevator once the building is severed from Cassellholme. Approx. \$800,000.00 Jamie discussed options of having medical offices with equipment/clinics, mobile clinic, assisted living/geriatric clinic, diagnostics, labs, dialysis clinic, OT services. Jamie requested the Board approve for John D’Agostino to prepare a Purchase & Sale Agreement. The Board unanimously, verbally approved. Once the Agreement is signed by Cassellholme, Jamie can move forward to contact interested parties and begin a building assessment study. The Purchase Agreement will become effective on the last day residents move out.</p> <p>6.3 CA4 – Common Room Plus Jamie discussed an addition to Castle Arms 4 to create a Seniors Recreational Centre/Hub. The addition would be 3 floors, with a common room, kitchenette, music room, activities/crafts room, pickle-ball courts. Additional apartments could be added to the upper floors. Access would be for Seniors on campus and from the Community. Jamie has asked Brian Pollard to provide a proposal to the Board and determine the size of footprint available on the property. Suggestion to contact Anthony Rota for funding for Seniors. Billy noted the application to CMHC is ready to send to apply for the grants, allowance, feasibility study, etc.</p>	
	<p>B. CORRESPONDENCE</p>	
	<p>Jamie noted Dave Smits provided a Redevelopment presentation to the tenants. Door hangers and fridge magnets have been designed with information on how to contact Percon Construction if they have any questions or concerns. Items will be delivered to tenants and surrounding neighbours.</p>	

C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Next Meeting – Tentatively the End of August 2022 or at the call of the Chair	
E.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Sherry Culling that the meeting be adjourned at 5:58 p.m.”</i></p> <p>Res. #39-22 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting - June 30, 2022
Jennifer Carriere - Castle Arms Operations Coordinator
Billy Brooks - Chief Financial Officer & IT

❖ CASTLE ARMS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Health & Wellness

Jillian Duchesne hosted a game night, walking club and BBQ for our tenants. The responses are wonderful! The events are well attended and tenants are happy to take part in well-planned events that create a sense of community.

❖ Lawn Maintenance

We have recruited for our summer student complement and have our returning Lawn Maintenance Lead from last year. Recruitment took longer than previous years and there were fewer candidates who applied however, we feel we have a very good team in place.

❖ General Maintenance

We are still without a General Maintenance person and unable to determine how long it will be before we have this position fully staffed. We hope to have an answer from Terry Larue soon if he is able to return and if so, when?

❖ FINANCE UPDATE (Billy Brooks, Chief Financial Officer & IT):

❖ Q2 Quarterly Budget to Actuals

The Q2 Quarterly Budget to Actuals for the period of January 1/22 to June 30/22 are expected to be presented at the next regular meeting following June 30/22.