

WEDNESDAY, NOVEMBER 2, 2022

MINUTES

Date: Wednesday November 2, 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: Brian Bertrand, Architect
Harriett Madigan
Jillian Duchesne, Health & Wellness Coord.
Shaelyn Thompson, CA Student

ITEM		ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the meeting be called to order at 5:04 p.m.”</i></p> <p>Res. #41-22 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Allan Marquette and seconded by Sherry Culling that the Agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #42-22 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Mark King and seconded by Allan Marquette that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #43-22 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Meeting held on June 30, 2022</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the minutes for the Regular Meeting held on June 30, 2022, be adopted as presented.”</i></p> <p>Res. #44-22 <u>Carried</u></p>	

	<p>4. Business Arising</p>	
	<p>4.1 COVID-19 Update Jamie noted there is no masking and the buildings are back to regular cleaning. No Covid concerns at this time. Item to be removed from the Agenda.</p>	
	<p>5. Castle Arms Operations</p>	
	<p>5.1 Castle Arms Health & Wellness Update <i>(Jillian Duchesne)</i> Report included in package. Jillian added she has received positive feedback from tenants with the new programming. A wellness program will be starting in the next month or so. It will provide an intake process for tenants and will include assessing mobility, nutrition, meals on wheels, community support services, etc. Another tenant survey will go out in a year to see the progress. It was noted as an ongoing issue that homeless people are loitering in the entrances to buildings. If any are found in the entrances, Mark King wants to be contacted.</p> <p>5.2 Q3 Budget to Actuals for CAI, CAII, CAIII, CAIV, CAMattawa- January 1/22 – September 30/22</p> <p><i>“Moved by Mark King and seconded by Allan Marquette that the Board approve the Q3 Budget to Actuals for CAI, CAII, CAIII, CAIV, CAMattawa – January 1/22 – September 30/22, as presented.”</i></p> <p>Res. #45-22 <u>Carried</u></p> <p>5.3 Market Rent Increase – Approved by Email Vote – September 16/22 An email went out to Board Members on Sept. 16/22 to approve the Market Rent increase of 2.5% for 1 and 2 bedroom units.</p> <p><i>“That the Board approve the Castle Arms Market Rent Increase of 2.5% for 1 and 2 bedroom units, effective January 1, 2023.”</i> <i>Approved by Chris Mayne, Mark King, and Sherry Culling.</i> <i>Allan Marquette declared a conflict of interest and did not vote.</i></p> <p>Res. #40-22 (email vote) <u>Carried</u></p>	
	<p>6. New Business</p>	
	<p>6.1 Architect Presentation – North Wing & CA4 <i>(Brian Bertrand)</i> Brian Bertrand provided a presentation on renovating Castle Arms 4 by adding an addition to match the same height as the current building. Spaces could include activities, pickle ball courts, woodworking shops, computer areas, kitchenette, meeting rooms, craft room, library, etc. The 3rd and 4th floors could have residential units. Proposals in package. Board members to discuss and let Brian know if approved to proceed. Jamie noted the Ministry and Ontario Health are very interested in the North Wing Acute Care Centre. More information and potential funding may be possible to pursue that idea. Also looking a assisted living on the 2nd and 3rd floors. Possible clinics, labs, etc. on the 1st floor. Harriett Madigan provided a brief presentation on senior programs and a project for Canadore College called Photovoice Aging Unfiltered. Discussed barriers to inclusion, how to overcome social isolation as they age.</p>	

	<p>6.2 CMHC Castle Arms is approved for funding of \$247,000.00. \$104,000.00 is a SEED Contribution/Grant and the remainder is a repayable loan. Discussed project and eligible activities. A building condition assessment will need to be completed. Induspec and Bertrand to be contacted.</p> <p><i>“Moved by Allan Marquette and seconded by Sherry Culling that the Board approve the attached CMHC Resolution Agreement CMHC SEED #26823856 for funding in the total principal amount of \$247,000.00.”</i></p> <p>Res. #46-22 <u>Carried</u></p>	
7. In-Camera		
	<p>7.1 In-Camera – Castle Arms 2</p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the Board proceed to an In-Camera Session at 6:15 p.m.”</i></p> <p>Res. #47-22 <u>Carried</u></p> <p><i>“Moved by Sherry Culling and seconded by Allan Marquette that the Board approve the In-Camera Session to be adjourned at 6:24 p.m.”</i></p> <p>Res. #48-22 <u>Carried</u></p>	
B. CORRESPONDENCE		
	<p>No correspondence noted</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	<p>No items noted</p>	
D. DATE OF NEXT MEETING		
	<p>Next Meeting – Wednesday November 23, 2022 or at the call of the Chair</p>	
E. ADJOURNMENT		
	<p><i>“Moved by Mark King and seconded by Sherry Culling that the meeting be adjourned at 6:30 p.m.”</i></p> <p>Res. #49-22 <u>Carried</u></p>	

Secretary

Chairman

Castle Arms Health and Wellness update

Since the beginning of April the role of health and wellness has started at castle arms. Some of our initial goals were to increase communication amongst tenants, provide them with meaningful activities to help get them out of their apartments and socializing with one another, allocate more outings to different areas in our community as well of outside of it as well as provide them with educational opportunities. I am happy to report we have accomplished many of these goals already in such a short time.

To increase communication, we have started a quarterly newsletter (February, may, august and November). The first two that have gone out have definitely made a difference. Tenants know who their team is and who to call for any of their needs. They also know safety measures and events that are taking place on campus or within the community.

We have also started a Tuesday Huddle, where a shuttle is provided to CA2 if they are unable to get there by walking. At huddle we discuss what's happening that week as well as any other questions or concerns they may have.

We have placed locked mailboxes in all laundry rooms with suggestion forms, work order forms form them to place their ideas in with privacy.

As for the activities, we are now offering, Trivia nights once a month! We started with 2 teams of 4 and now we are up to 5 teams already! We have had BBQ's, Corn roast, strawberry social and an Applefest! We also have a manicurist coming in to paint nails x2 a month and a sip and paint program happening every second month! Tenants are really happy with all that is being offered here on campus. Again, a campus

shuttle is provided if they have trouble getting to events from there building.

While working with the Client transport porter, Kim and I have brainstormed some excellent outings. They have gone to Huntsville, Sturgeon falls, the north bay farmers market and soon they are hitting the road to Sudbury to go to red lobster! We also have fall color rides booked and Christmas light tours coming up.

As for educational opportunities, we had the captain of fire prevention come and talk to our tenants about the best thing they can do in case of a fire. The North Bay Police service will be here to discuss fraud as well as safety as we are close to the shelter. We are hoping to have Pathways come to talk to us about foot care, the health unit for cooking for diabetics and hopefully a death doula to help us prepare.

I look forward to providing another update!

Jillian Duchesne
Health and Wellness Coordinator
705-474-4250 x262