

**TUESDAY, JANUARY 31, 2023**

**MINUTES**

**Date:** Tuesday January 31, 2023

**Location:** ZOOM Meeting

**Present:** Chris Mayne, Chair  
Mark King, Vice-Chair  
Sherry Culling  
Allan Marquette


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


**Regrets:** **Guests:** Peter Chirico, Mayor of North Bay

	<b>ITEM</b>	<b>ACTION</b>
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><b>RECORDED MEETING</b></p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the meeting be called to order at 5:07 p.m.”</i></p> <p>Res. #01-23 <span style="float: right;"><u>Carried</u></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Allan Marquette and seconded by Mark King that the Agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #02-23 <span style="float: right;"><u>Carried</u></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Mark King and seconded by Sherry Culling that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #03-23 <span style="float: right;"><u>Carried</u></span></p>	
	<b>3. Approval of Minutes</b>	
	<p><b>3.1 Approval of Minutes of the Meeting held on December 8, 2022</b></p> <p><i>“Moved by Sherry Culling and seconded by Allan Marquette that the minutes for the Regular Meeting held on December 8, 2022, be adopted as presented.”</i></p> <p>Res. #04-23 <span style="float: right;"><u>Carried</u></span></p>	

	<p><b>4. Business Arising</b></p>	
	<p><b>4.1 CMHC Seed Funding Update</b>  The lawyers are currently working on the funding agreement.  Environmental Studies will be needed on all 5 properties</p>	
	<p><b>5. Castle Arms Operations</b></p>	
	<p><b>5.1 Operations Update</b>  Report included in package.  Elections will be held for an Advisory Group.  Representative for all Ambassadors  Soups On Contest – tenants will be provided with the ingredients to make their specialty recipes. A soup luncheon will be held and all soup entries will be voted on and awards for the best soup.  Huddles are held in each building providing opportunities for tenants to give suggestions and/or complaints.  Jillian will be expanding events and activities to the Keiler Mackay and Corpus Christie apartments.</p> <p><b>5.2 2022 YTD at December 31, 2022 – Budget to Actuals Summaries</b>  <i>“Moved by Sherry Culling and seconded by Allan Marquette that the Board approve the 2022 YTD at December 31, 2022, Budget to Actuals Summaries, as presented.”</i></p> <p><b>Res. #05-23</b> <span style="float: right;"><u>Carried</u></span></p> <p><b>5.3 2023 Operating Budget</b>  <i>“Moved by Sherry Culling and seconded by Allan Marquette that the Board approve the 2023 Operating Budget, as presented.”</i></p> <p><b>Res. #06-23</b> <span style="float: right;"><u>Carried</u></span></p> <p><b>5.4 CRA Charity application – Corporate Documents Change</b></p>	
	<p><b>6. New Business</b></p>	
	<p>Jamie noted a decrease in homeless traffic to Castle Arms now that the shelter is in open.</p>	
	<p><b>7. In-Camera</b></p>	
	<p>No In-Camera</p>	
	<p><b>B. CORRESPONDENCE</b></p>	
	<p><b>B.1 Letter from the Charities Directorate 2022</b>  Included in package  <b>B.2 Letters Patent and Certificate of Status</b>  Included in package</p>	

<b>C.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	No items noted	
<b>D.</b>	<b>DATE OF NEXT MEETING</b>	
	Next Meeting - February 22, 2023	
<b>E.</b>	<b>ADJOURNMENT</b>	
	<p><i>"Moved by Allan Marquette and seconded by Sherry Culling that the meeting be adjourned at 6:05 p.m."</i></p> <p><b>Res. #07-23</b></p>	<p style="text-align: right;"><b><u>Carried</u></b></p>

  
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 Secretary

  
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 Chairman



Board of Management Meeting – March 30, 2023

Jennifer Carriere – Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

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

#### ❖ Maintenance

We are pleased to announce Alain Durocher as our Maintenance Person. He has been hired on a full-time, permanent basis as of Monday, March 27<sup>th</sup> 2023. He has experience in the maintenance and turn-over of rentals. He works for Mike Burman in this capacity on weekends and occasional evenings. He came to us from Pellerin Paints where he worked on and off for over 15 years, painting and installing flooring as well as some property maintenance. So far he has been able to do all tasks given to him and he is skilled. He's friendly with tenants, speaks French and is familiar with the tools and requirements of the job. After this week, we will not require the day-to-day services of AGB Construction unless we have a specific need. We would like to thank Andre very much for helping us over the last two years.

#### ❖ Arcori

We still have challenges with the new Property Management software introduced in January. We are running parallel systems for the 4<sup>th</sup> month, however we are close to the point where we can use Arcori for our day-to-day tenant management. Jillian has been excellent to keep both Arcori and HM Worx current through these past few months.

#### ❖ Lawn Maintenance Contract

We have received 3 quotes for the 2023 lawn maintenance at Castle Arms. I offered a 1-year contract in order to have flexibility in our plan if needed. We understand that a longer term contract is beneficial for us and more attractive to the contractor. The first year is often the time when the bugs are worked out and subsequent years tend to have a better flow. Our intention is to offer a 3-year contract next year.

#### ❖ Veterans Housing

The DNSSAB is to be open to supporting our idea of veterans housing if we have additional units added to the CA4 building. They want to ensure we fill the units with non-veterans in the event that there are no veterans waiting for

housing. I believe we would enter into an operating agreement with them should we wish to have their assistance, in whatever form it may take. Sherry Culling has graciously agreed to make some time for me when she is back in the area to discuss this with her.

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

#### ❖ Financials

Billy to provide update

### ❖ HEALTH & WELLNESS (Jillian Duchesne):

#### ❖ Wellness

- We are sad to say goodbye to our Nipissing University Social Work student March 29<sup>th</sup>. Shaelyn will be missed. She was an excellent student and was able to recommended this placement to the university.
- We are starting a Campus committee. Nominations in place.
- Tenant handbook being revised currently and coming along well
- CA website currently in development.
- St. Patrick's Day and pancake breakfast events were a success
- Summer Student for the office currently in the works- the student will assist with events, make video footage for the website to show how wonderful the campus is as well as aid in scanning files to our new tenant management software.
- LIPI is doing income tax for our RGI tenants - Jilly organizing

#### ❖ Cleaning Staff

- Cleaners doing well in their new buildings. Switch occurred in the beginning of February.

Board of Management Meeting – March 30, 2023

Jennifer Carriere – Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

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

❖ 2023 Operating Budget-to-Actuals

Budget to actual results for the period of January 1 to March 31, 2023 will be presented at the board's first regular meeting in April following the AGM.

❖ Year-End Audit

Castle Arms and Cassellholme staff have been working with BDO to complete the audit of the Organization's 2022 financial statements. Draft financial statements are expected to be presented for board approval in April 2023.

❖ Charity Application

The charity application for Castle Arms continues to proceed with Castle Arm's legal counsel filing changes to the Organization's purposes as requested by CRA and approved by the Board in March. The Ministry of Consumer Services has proposed additional changes which are being reviewed by legal counsel and senior management to be presented to the board as required. A deadline extension of 30 days was filed with CRA to accommodate the delay in processing at the provincial level.

❖ CMHC SEED Funding

After much back and forth with CMHC and Castle Arm's legal counsel, the SEED funding is officially in place and ready to be drawn on for approved work. Invoices can be submitted for work in the following categories:

## Schedule A

### PROJECT AND ELIGIBLE ACTIVITIES

1. The Project in receipt of the Seed Contribution is described as follows:

Repairs of 241 units with 127 of affordable units.

2. The CMHC approved Eligible Activities are specified below:

- Analysis of need and demand for the proposed project;
- Special purpose surveys;
- Preliminary financial feasibility;
- Business plan;
- Incorporation;
- Professional appraisal;
- Site surveys;
- Planning fees (for example, rezoning, development agreement costs);
- Preliminary design;
- Project viability assessment plan/analysis-pro forma;
- Environmental site assessments;
- Geotechnical surveys (soil load-bearing tests);
- Energy/accessibility modelling studies (cost-benefit analyses);
- Engineering studies (for example, wind, shadow and traffic impact analyses);
- Project drawings and specifications;
- Construction cost estimates;
- Quantity Surveyor;
- Contract documents;
- Development permits;
- Final viability / analysis – pro forma;
- Completion appraisal;
- Other (please specify);