

**Wednesday, November 1, 2023**

**MINUTES**

**Date:** Wednesday November 1, 2023

**Location:** Castle Arms III Board Room

**Time:** 5:00 p.m.

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

**Staff:** Jamie Lowery- ED  
 Billy Brooks- CFO  
 Jillian Duchesne – Recording  
 Secretary/Health and Wellness  
 Jennifer Carriere- Operations

**Regrets:**

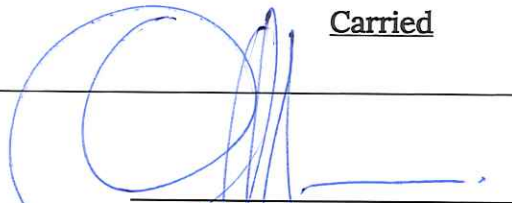
**Guests:**

	ITEM	ACTION
A.	CALL TO ORDER	
	RECORDED MEETING  <i>“Moved by: Allan and seconded by Sherry that the meeting be called to order at 5:09 p.m.”</i>  <b>Res. #31-23</b>	<u>Carried</u>
	1. Approval of Agenda	
	<i>“Moved by Mark and seconded by Jamie that the agenda for this meeting be adopted, as presented.”</i>  Agenda amended regarding presentation by Mayor Peter Chirico <b>Res. #32-23</b>	<u>Carried</u>
	2. Conflict of Interest	
	<i>“Moved by Sherry and seconded by Jamie that no member present has declared a conflict of interest.”</i>  <b>Res. #33-23</b>	<u>Carried</u>

<b>3. Approval of the Minutes</b>		
	<p><i>“Moved by Sherry and seconded by Mark that the minutes of the Meeting held on September 27<sup>th</sup>, 2023 be adopted as presented.”</i></p> <p><b>Res. #34-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>4. Business Arising</b>		
<b>5. Castle Arms Operations</b>		
	<p>5.1 Operational Update*  5.2 Finance Update*  5.3 Health &amp; Wellness Update*  5.4 Executive Update</p> <p>*See attachments</p>	
<b>6. New Business</b>		
	<p><i>“Moved by Jamie and seconded by Allan that the Board approve the 2023 Snow plow contract, as presented.”</i></p> <p><b>Res. #35-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>*- Recess for the board- Board presentation &amp; discussion</i></p> <p><i>6.2- Jamie met with Dave Smits to discuss proposal with Cassellholme about the North Wing. The 3 p’s were also discussed- Process, Purpose &amp; Programs</i></p> <p><i>*-Masks and hand sanitizer were placed in the lobbies of all buildings with the exception of CA4 (placed in laundry room) as per the board’s recommendation.</i></p> <p><i>*-Budget to be presented and approved at next board meeting</i></p> <p><i>*-Workplace Equity, Diversity and Inclusion Policy as well as the Workplace Violence &amp; Sexual Harassment Prevention to be approved by the board at the next meeting</i></p>	

	7. In-Camera	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	- Board Governance	
D.	DATE OF NEXT MEETING	
	December 6 <sup>th</sup> , 2023	
E.	ADJOURNMENT	
	<p><i>"Moved by Allan and seconded by Jamie that the meeting be adjourned at 6:50 p.m."</i></p> <p>Res. #30-23</p> <p style="text-align: right;"><u>Carried</u></p>	

  
Secretary

  
Chairman





Board of Management Meeting – December 6, 2023

Jennifer Carriere – Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

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

#### ❖ Maintenance

Canor has been doing a good job of snow removal and they are very responsive when we reach out to them with an issue.

#### ❖ Phones

We recently had the phone line cut to the CA4 building within the construction area of Cassellholme. A temporary repair was done when we were able to find the issue. Work is underway to have a permanent repair completed.

#### ❖ Operations

We have submitted 4 proposals to the DNSSAB for the OPHI/COCHI funding available under the Ontario Renovates program. We requested funds for:

- Accessible commons rooms
- Elevator door openers for CA1 & CA3
- Elevator modification for CA1
- Replacement of HVAC units in CA4

We've made it clear to the DNSSAB that the most pressing issue for us at the moment is the CA4 HVAC units.

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

#### ❖ Financials

Billy to provide update

❖ HEALTH & WELLNESS (Jillian Duchesne):

❖ Wellness

2023 we had a total of 50 new tenants move in!

All annual rent reviews are completed except 2.

I completed a Women in Action Leadership course this fall and will receive my certificate this week! It was a fantastic course and I was happy to have the opportunity.

Castle Arms Christmas Dinner at 5:30pm in CA2 11<sup>th</sup> and 12<sup>th</sup>- 90 tenants signed up

Castle Arms Campus Christmas Party December 20<sup>th</sup> in CA2- Appetizers will be served musical entertainment Christmas basket to raffle off!

Thank you to everyone who came to the Castle Arms Christmas Party December 1<sup>st</sup> it was a lovely evening with all of you!

January 2024 events- CA 2<sup>nd</sup> annual Soups on Event January 26<sup>th</sup>

January Blues Beach Party January 17<sup>th</sup>

February Valentine's Day Campus Party February 13<sup>th</sup>

February 14<sup>th</sup> Valentine's Day couples Meal- Food will come from the Davidi club again this year- very successful and lovely event last year,