

Wednesday, September 27, 2023

MINUTES

Date: Wednesday September 27th, 2023

Location: Castle Arms III Board Room & ZOOM

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:

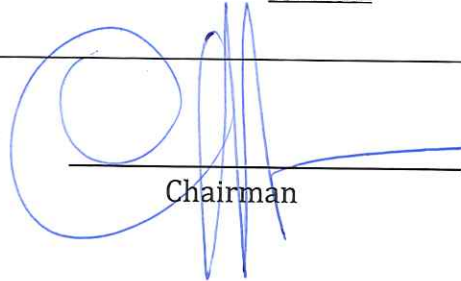
Guests: Kylie Beausoleil- Nipissing Student

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by: Jamie and seconded by Allan that the meeting be called to order at 5:03 p.m.</i></p> <p>Res. #21-23 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Allan and seconded by Mark that the agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #22-23 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Sherry and seconded by Jamie that no member present has declared a conflict of interest.”</i></p> <p>Res. #23-23 <u>Carried</u></p> <p>- Exceptions Allan- RE: Rent</p>	

3. Approval of the Minutes		
	<p><i>“Moved by Jamie and seconded by Allan that the minutes of the Meeting held on May 1th, 2023 be adopted as presented.”</i></p> <p>Res. #24-23 <u>Carried</u></p>	
4. Business Arising		
5. Castle Arms Operations		
	<p>5.1 Operational Update* 5.2 Finance Update* 5.3 Health & Wellness Update* 5.4 Executive Update</p> <p>*See attachments</p>	
6. New Business		
	<p><i>“Moved by Jamie and seconded by Mark that the Board approve the 2024 Rent Increase presented.”</i></p> <p>Res. #25-23 <u>Carried</u></p> <p><i>“Moved by Jamie and seconded by Allan proposed that the Mattawa units be offered to DNSSAB for purchase and that Castle Arms staff enter discussion with DNSSAB”</i></p> <p>Res. #26-23 <u>Carried</u></p> <p><i>“Moved by Allan and seconded by Jamie proposed that Castle Arms discuss mileage sharing costs towards building a capital reserve for Bus replacement with Cassellholme”</i></p> <p>Res. #27-23 <u>Carried</u></p>	
7. In-Camera		
	<p>7.1 Tenant Matter 7.2 CA2 7.3 Governance</p> <p><i>“Moved by Mark and seconded by Allan that the Board proceed to an In-Camera Session at 6:43pm”</i></p> <p>Res. #28-23 <u>Carried</u></p>	

	<p><i>"Moved by Allan and seconded by Jamie that the Board approve the In-Camera Session be adjourned at 7:09pm"</i></p> <p>Res. #29-23 <u>Carried</u></p>	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	
	November 1 st , 2023	
E.	ADJOURNMENT	
	<p><i>"Moved by Jamie and seconded by Allan that the meeting be adjourned at 7:12 p.m."</i></p> <p>Res. #30-23 <u>Carried</u></p>	


Secretary


Chairman

Board of Management Meeting – November 1, 2023

Jennifer Carriere – Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

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

❖ Maintenance

Alain Durocher has completed more than half of our annual inspections. He is ahead of schedule and tackling the work in a different way than previous years. Again, his common sense approach to things increases efficiencies and improves customer service/tenant relations.

The snow plowing tender process is closed. The following information is for your review:

❖ Background

Our tender process was completed by sending out an RFP via Bonfire. This procurement software is used by Cassellholme as well. It allows for a process that is transparent, fair and provides consistent evaluation criteria.

❖ Process

Dave Smit created the RFP package which was reviewed by Cassellholme and Castle Arms staff. We also had input from Mr. Marquette. Once the RFP was posted on the Bonfire website, we let the interested local contractors know, those who made us aware that they would like to bid. The RFP was also visible to contractors seeking contracts if they were users of the Bonfire software. We then held a site meeting which was a mandatory part of the process. In the evaluation criteria, if someone does not meet a mandatory requirement, they fail the evaluation process. We had 3 companies attend the meeting and we reviewed the site so that they could quote fairly on the project. One of the contractors requested further information to be able to quote properly. We provided the 3 prior years of hours spent in snow removal, itemized by equipment, for Cassellholme. Everyone quoted on the same data. Only 2 contractors quoted, the 3rd did not participate further in the process. The process closed on Friday.

❖ Results

Canor scored slightly higher in our competitive process. Pricing was the most heavily weighted factor. They have the experience and equipment necessary and they were the top score for health and safety and timeliness of service. Their pricing inflation over the life of the contract (3 years) was below Digsafe.

❖ Recommendation

Our recommendation is to approve Canor as our snow removal contractor for the North Bay campus.

We are seeking quotes for the Mattawa units. We are also seeking quotes for the lawn maintenance and are seeking a 3-year contract.

❖ Phones

We have experienced a drop in interest from tenants for our telephone service. This drop means a loss of revenue for us. Two things are at play from what we can determine:

1. We are losing current subscribers because of the problems with service
2. Fewer new tenants are taking advantage of the offering because they use a cell phone

❖ ONPHA

Thank you very much for this Board's support of my wish to run for a second term with ONPHA. I'm happy to tell you I have been re-elected to the board. During the conference last week, Paul Calandra, Minister of Municipal Affairs and Housing (MMAH), announced a \$1 million grant for the Sector Enterprise Transformation Program (STEP). The grant is intended to help in the cost of negotiations for End-of-Operating-Agreements for service providers. ONPHA has partnered with consultants to provide expertise and guidance to the members who are negotiating with their service managers.

❖ Operations

The BCA is mostly completed. We have a few final items to have completed and then we can expect a full report. Thanks for Billy's success in securing us funding through CMHC, the costs so far have been completely covered.

I will be reviewing our policies over the coming weeks. I have included an updated Workplace Violence and Sexual Harassment policy for your review along with a new policy, the Workplace Equity, Diversity and Inclusion policy. Staff will be given copies of the new policies. A copy will be included in their personnel file once they have read it over and signed it.

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

❖ Financials

Billy to provide update

❖ HEALTH & WELLNESS (Jillian Duchesne):

❖ Wellness

CASTLE ARMS

OPERATIONS UPDATE

Castle Arms Christmas party with the board- Friday December 1st at 5:30pm. Location is Demarco's. 3 course meal cocktails beginning at 5:30. Looking forward to an evening with everyone at a local nostalgic north bay landmark.

Christmas Craft Sale this weekend

Halloween Party

Christmas dinner sign up going well

