

Thursday, June 13th, 2024

MINUTES

Date: Wednesday, June 13th, 2024

Location: Castle Arms 3 Board Room

Time: 3:15 p.m.

Present: Chris Mayne, Chair
 Sherry Culling
 Allen Marquette
 Mark King
 Larry Fuld

Staff: Jamie Lowery- ED

 Jillian Duchesne – Recording
 Secretary/Health and Wellness
 Jennifer Carriere- Operations

Regrets: Billy Brooks- CFO

Guests:

	ITEM	ACTION
A.	CALL TO ORDER	
	** Recorded Meeting** <i>“Moved by: Sherry Culling and seconded by Larry Fuld that the meeting be called to order at 3:15 p.m.”</i> Res. #28-24 <u>Carried</u>	
	1. Approval of Agenda	
	<i>“Moved by Allen Marquette and seconded by Larry Fuld that the agenda for this meeting be Amended.”</i> Res. #29-24 <u>Carried</u>	
	2. Conflict of Interest	
	<i>“Moved by Larry Fuld and seconded by Allen Marquette that no member present has declared a conflict of interest.”</i> Res. #30-24 <u>Carried</u>	
	3. Approval of the Minutes	
	<i>“Moved by Larry Fuld and seconded by Allen Marquette that the minutes of the Meeting held on Wednesday, May 22, 2024 be adopted as presented”</i> Res. #31-24 <u>Carried</u>	

	4. Business Arising	
	5. Castle Arms Operations	
	5.1 Operational Update* 5.2 Health & Wellness Update* *See attachment	
	6. New Business	
	<p>6.1- North Wing Presentation and discussion Marcus presents North Wing Power Point RHRA- ACT for North Wing Marcus will firm up floor numbers</p> <p>6.2- Marcus also presents review of CA4 addition 6.3- Meeting with Tracy. B from DSSAB to continue with communication 6.4- motion to award Elevator contract for CA1.</p> <p><i>“Moved by: Sherry Culling and seconded by Mark King that the Board award the contract for the Elevator modification to TKE Elevators.”</i></p> <p>Res. #32-24 <u>Carried</u></p> <p><i>6.5- 2024 survey results presented and discussed</i> <i>6.6- Yanick- North Wing discussion. Letter sent to Cassellholme in 2023. Cassellholme can only manage Cassellholme as per the acts.</i></p> <ul style="list-style-type: none"> • <i>Yanick explains what the request is and the request needs to be formalized in writing.</i> • <i>Yanick & John attended Cassellholme Board Meeting May 31, 2024.</i> • <i>More difficult to create an MOU when it's on a lease.</i> • <i>Cassellholme Board request a lease.</i> • <i>No requirements to have municipal council at Castle Arms as per the nonprofit housing act.</i> • <i>Cassellholme Board gave direction to D'Agastino law to tell Castle Arms to change the governance of Castle Arms</i> • <i>Jamie asked for it to be done in writing so there is no confusion.</i> • <i>Mark says we need to find something to solidify</i> 	
B.	CORRESPONDENCE	
	None	

C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	
	At the call of the Chair	
E.	ADJOURNMENT	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that the meeting be adjourned at 8:30 p.m.”</i></p> <p>Res. #33-24 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting – June 13th 2024

Jennifer Carriere – Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Energy Audits

We have reached out to Clear Result, a company who performs energy audits for Enbridge and Save on Energy. The audits begin next week. In CA1, CA2 & CA3, the auditor will upgrade to LED bulbs where possible in the units, provide high efficiency showerheads and aerators, smart power bars, smart thermostats and CO2 detectors if appropriate. They will also assess fridges, freezers and dehumidifiers. Unfortunately, CA4 & Mattawa do not qualify for the audit. The auditors will be on-site for 2 weeks and will audit approximately 17 units per day.

❖ Change in payroll system

We anticipate switching our payroll system in July as our current provider is changing their focus. We plan to use the same payroll system as CAMS.

❖ Elevator project bid review

Solucore is the consultant hired to help us with the elevator update. It's been identified that we will require an upgrade to our fire panel. Postponing this upgrade would cost us more money as we would need to do some work now and redo it later. The life-safety maintenance company has previously identified to us that our equipment is obsolete. Should we experience a system failure, we would be unable to repair it. The bids you will review do not include the life safety, electrical and HVAC work. These will be contracted separately by us, saving approximately 10% for markup.

At this point, we can provide reasonable estimates for the work that we will oversee. However, we will solicit quotes once the project is awarded and drawings can be provided to quote effectively. This will allow us to receive more competitive quotes as exact specifications will be available. Additionally, we have reached out to the DNSSAB to inquire about potential further funding due to these additional costs.

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

❖ Billy away for June Meeting

❖ HEALTH & WELLNESS (Jillian Duchesne):

- June's newsletter (attached)
- Canada Day BBQ FREE for all Tenants
- Almost complete Grief and Bereavement training through Near North Palliative Care to start offering Grief groups here at Castle Arms
- Survey Results meeting with the Tenants on June 18th at 2:00pm
- Survey results Meeting with Staff June 13th at 9:00am
- We made \$464.00 at the Castle Arms Garage Sale June 1st